

# Annual Quality Assurance Report (AQAR) (Session 2017-18)

*(1<sup>st</sup> July 2017 to 30<sup>th</sup> June 2018)*

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**

2017-18

### 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 (GURUGRAM)

State

HARYANA

Pin Code

122103

Institution e-mail address

office@nbgsmc.ac.in

Contact Nos.

0124-2362269

Name of the

DR. M. S. KHATRI

Head of the Institution:

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:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	75.25	2003	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC:

25th May 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 (2013-14) submitted to NAAC on 04-07-2018
- ii. AQAR (2014-15) submitted to NAAC on 04-07-2018
- iii. AQAR (2015-16) submitted to NAAC on 04-07-2018
- iv. AQAR (2016-17) submitted to NAAC on 04-07-2018

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Computer Application

1.11 Name of the Affiliating University (*for the Colleges*)

M.D. UNIVERSITY, ROHTAK,  
HARYANA

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

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

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

2.1 No. of Teachers	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	02
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	16
2.10 No. of IQAC meetings held	02

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

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. National Level Seminar on “Challenges and Opportunities in Commerce and Management”
2. Workshop on GST

2.14 Significant Activities and contributions made by IQAC

- The IQAC has contributed:
1. In introducing the first batch of B.Com. (H), M.A. (Geography), M.A. (Economics) and an additional section for M.Com.
  2. In encouraging the faculty to organize a National level Seminar.
  3. In organizing a “Financial Literacy & Investor Awareness Programme” & “Workshop on GST” for the students.
  4. In organizing Prize Distribution Day to motivate the student’s efforts in academic and extracurricular activities.
  5. In introduction of General Knowledge and Awareness session on weekly basis for student’s welfare.
  6. In the development of a new Cricket pitch for play and two separate pitches for practice.
  7. In procuring e-journals and e-books for the upgradation of Library E-resources.
  8. In introducing eco-friendly measures to conserve energy resources through installation of solar panels.

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 began its first batch in the newly introduced courses.	As recommended by the IQAC, the college enrolled students in B.Com. (H), M.A. (Geography) and M.A. (Economics) and began its first batch in the newly introduced courses.
To ensure that an Orientation Programm is organised in the college.	As suggested by the IQAC, an orientation program was conducted for the newly enrolled students on 05-09-2018 to acquaint the students about the coursework, examination schedule, infrastructure and facilities they can avail in the college, etc.
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 organized by the Department of Commerce and Management on the topic of “Challenges and Opportunities in Commerce and Management” on 25-11-2017.
To ensure that ample facility is available to students who are in sports, especially cricket.	As recommended by the IQAC, one cricket practice pitch for play and two pitches for practice have been prepared by the college to encourage and support college cricket team.
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 the college organises a Prize distribution day to recognize the effort made by meritorious students.	As suggested by the committee a Prize Distribution Day was celebrated on 06-04-2018 to motivate the student’s efforts in academic and extracurricular activities in which 89 students were awarded with prizes in different categories.  In addition, the college introduces an E-Newsletter by which students can get themselves acquaint with current updates in the college, and also recognizes winners in various institutional/inter-college competitions.
To ensure that sufficient eco-friendly measures will be taken to enhance the effort towards sustainable development.	As advised by the IQAC, the green area inside the college campus was extended. In addition, a nursery for breeding plants and saplings, and a composting pit is prepared in the college New campus.  The college has also installed Solar Panels by which 10kV of energy can be conserved.

\* 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

#### 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	02	03	--
UG	05	01	05	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
<b>Total</b>	06	--	08	--
Interdisciplinary	02	--	02	--
Innovative	--	--	--	--

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

**PG = 03 (CBCS)**

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
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.

<ol style="list-style-type: none"> <li>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.</li> <li>2. We are not authorized to incorporate or revise any changes in the syllabi at the college level.</li> </ol>
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

One new UG Courses viz. B.Com. (Honours) and two new PG Courses viz. M.A. in Economics and M.A. in Geography have been introduced.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
06	02	04	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

03

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

36

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	8	28	-
Resource Persons	-	-	-

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

1. Group Discussions, Paper presentations, Powerpoint presentations, Quiz Competitions, etc. were organised at department level so that the student learn and memorize the concepts clearly.
2. In science department, classes are often held through powerpoint presentations in order to support the students in understanding the subjects related concepts such as 3D Models, chemical reactions, color perceptions, etc. clearly.
3. Programmes such as “Financial Literacy and Investor Awareness”, “Awareness on Online Banking” and “Workshop on GST” influences the knowledge and skill of the students.
4. To enhance the literary skills of the students the college organises a event “Medha Utsav” in which it holds inter-class competitions in various fields such as Debate, Declamation, Poetry (Hindi, English, Sanskrit, Urdu), Quiz, etc.
5. Celebration of National Science Day by organizing Science Model making competition to develop the scientific aptitude in the students.

7. Student's awareness towards health was enhanced by organizing lectures such as "Health and Safety for Girls", "Awareness lecture on cervical cancer" and celebration of "World Health Day".
8. To enhance the ICT knowledge of the students the college's literary club organizes a lecture on "Cyber Journey" in which they were made aware about the usage of ICT tools in a student's life and how they can avail various benefits out from it.

2.7 Total No. of actual teaching days

during this academic year

180

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

NA

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

65-80 %

2.11 Course/Programme wise distribution of pass percentage:

**Examination: Dec. 2017**

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass
B.A. I Sem	180	0.56	7.78	3.33	-	11.67
B.A. III Sem	131	-	12.21	16.79	0.76	29.77
B.A. V Sem	75	-	6.67	5.33	2.67	14.67
B.Com. I Sem (A)	75	-	12.00	12.00	-	24.00
B.Com. III Sem (A)	80	3.75	28.75	13.75	-	46.25
B.Com. V Sem (A)	65	13.85	36.92	27.69	1.54	80.00
B.Com I Sem	29	-	27.59	3.45	-	31.03
B.Com III Sem	74	-	17.57	9.46	-	27.03
B.Com V Sem	50	-	30.00	10.00	2.00	42.00
B.Com (H) I Sem	60	3.33	36.67	10.00	-	50.00
B.Sc. I Sem	30	-	10.00	3.33	-	13.33
B.Sc. III Sem	42	4.76	9.52	9.52	-	23.81
B.Sc. V Sem	8	-	12.50	25.00	-	37.50
BBA I Sem	15	20.00	13.33	-	-	33.33
BBA III Sem	24	-	16.67	12.50	-	29.17
BBA V Sem	11	-	90.91	9.09	-	100.00
BCA I Sem	34	-	17.65	-	-	17.65
BCA III SEM	38	-	28.95	15.79	-	44.74
BCA V Sem	6	-	33.33	-	-	33.33
M.Com I Sem	63	1.59	36.51	14.29	-	52.38

M.Com III Sem	55	1.82	56.36	32.73	-	90.91
M.A. (Eco.) I Sem	11	9.09	36.36	-	-	45.45

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

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

#### 2.13 Initiatives undertaken towards faculty development

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

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	2	-	3
Technical Staff	10	4	1	10

## 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	22	4	-
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   
 National level  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  International level

### 3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="22"/>		
NCC	<input type="text" value="05"/>	NSS	<input type="text" value="03"/>	Any other	<input type="text" value="--"/>

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

- International Youth Day was celebrated on 12-08-2017.
- Financial Literacy & Investor Awareness Programme was organised for the students on 28-08-2017.
- Teacher's Day was celebrated on 05-09-2017.
- An Orientation Programme was organised for the newly enrolled students on 05-09-2017.
- An inter-class competition "UDAAN" was organised on 20-09-2017.
- Awareness Lecture on "Online Banking" was organised on 25-09-2017.
- An inter-class debate competition was organised on 03-10-2017.
- A session on Health and Safety for Girls was organised on 04-10-2017.
- A Tree Plantation was organised by NSS on 06-10-2017 in which 100 tree saplings were planted.
- NBGSM College observed Earthquake Safety Week on 10-10-2017.
- Literary Club and Department of Personality development organised "Diwali Fest" on 14-10-2017.
- A Special Session for Girls was organised on 26-10-2017.
- An awareness Programme on HIV/AIDS was organised by the Red Ribbon club on 03-11-2017.
- A Workshop on GST was organised by the department of commerce on 23-01-2018.
- A General Awareness Session was organised by literary club on 25-01-2018
- Republic Day was celebrated by NSS on 25-01-2018.
- An inter-class competition in Poetry, declamation, debate and quiz (Medha Utsav) was organised on 08-02-2018.
- A Cleanliness Drive was organised on 24-02-2018 by NSS.
- Athletic Meet was organised on 26<sup>th</sup> and 27<sup>th</sup> Feb. 2018.
- An awareness lecture on Cervical Cancer was organised by Red Ribbon Club and Women Cell on 08-03-2018 on the occasion of International Women's Day.
- Department of Science celebrated National Science Day by organising a model making competition on 10-03-2018.
- A Disaster Management Workshop was attended by the Red Ribbon Club students in MDU on 21-03-2018
- A Prize Distribution function was organised on 06-04-2018 to appreciate and recognized the efforts made by the students in academics, sports and youth festival.
- World Health Day was observed by the members of Red Ribbon Club on 10-04-2018.

## 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	--	--	28
Laboratories	08	--	--	08
Seminar Halls	02	--	--	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		One desktop computers One UPS Scanner Copier One Software (Tally)	College Management	
Value of the equipment purchased during the year (Rs. in Lakhs)		54,800	College Management	
Others (Office, Management Room, Staff Rooms, Departmental Rooms, Common Rooms, Library, etc.)	28	06	College Management	34

#### 4.2 Computerization of administration and library

- All the enrollment data and examination of students is managed through the online portal provided by MDU, Rohtak.
- To digitalize the fee payment system, the college accepts payment through debit/credit card as well as 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	12547	2286769	289	67042	12806	2348682
Reference Books	260	94134	34	10630	294	104764
e-Books	--	--	1,38,500 (Under N-LIST Programme)	--	1,38,500	--
Journals	--	--	--	--	--	--

e-Journals	--	--	6300+ (Under N-LIST Programme)	--	6300+	--
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	120	04	1 MBPS	--	--	04	04	--
Added	01	--	1 MBPS	--	--	--	--	--
Total	121	04	2 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. Tie-up with Reliance-JIO to made the campus WIFI and make available free internet to students and staff.
2. Latest Tally software was provided to office for better accounting.
3. A workshop on ICT tools “Cyber journey” was organised by the literary club for the students.
4. An awareness lecture was organised on “Online Banking” for the students and staff.
5. Website was revamped with more information and easy accessibility.

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

i) ICT	16,09,466
ii) Campus Infrastructure and facilities	15,45,825
iii) Equipments	10,76,731
iv) Others	40,05,975
<b>Total :</b>	<b>82,37,997</b>

## 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 organise events and activities which will shape them to acquire skills and abilities in their respective fields.
- The college also make sure to prepare and publicize the report of the event on college website and E-Newsletter to aware the students about the same.
- Students information system through SMS is also available by which any important information regarding examination, attendance, or holidays can be sent to the students / concerned person on time.
- The department of personality development works on improving employability of the students by working on their communication skills, language skills, interview and resume building skills, etc.
- Placement cell organizes counselling workshops and interview sessions with the employers for the college final year students.

#### 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
1036	141	--	--

(b) No. of students outside the state

--
----

(c) No. of international students

--
----

Men	No	%
	690	58.62

Women	No	%
	487	41.38

Last Year						This Year					
General	SC	ST	BC	Physically Challenged	Total	General	SC	ST	BC	Physically Challenged	Total
366	176	-	575	-	1117	427	201	-	548	1	1177

Demand ratio 1 : 0.57

Dropout % UG –27.52 %  
PG – 01.80 %

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. An MOU has been made with “Bharat Academy” to train prospective students for various ompetitive examinations in Banking Sector.

No. of students beneficiaries 45

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 in selecting the under graduate courses.
- 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 and personality development.

No. of students benefitted >800

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

01	36	20	--
----	----	----	----

### 5.8 Details of gender sensitization programmes

- A session was organised on Health and Safety for Girls on 04-10-2017.
- A Special session was organised for Girl students on 26-10-2017.
- An awareness lecture on Cervical Cancer was organised on International Women's Day 08-03-2017.

### 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	49	1,20,618
Financial support from government	173	29,60,235
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: 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,

The institution has college management information system which takes care of admission, fee management, Internal Assessment, Examination of students through MDU Rohtak online portal. The accounts, Human Resource and salary is being handled through independent portals. The college is in the process of their integrating their individual portals to create a proper ERP solution.

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 encourages the students in using ICT tools to gather data from the internet for their projects and assignments.
- Lesson plan of all the subjects are available on the college website for the students and public at large.
- Faculties are encouraged to attend academic conferences / seminars / workshops and faculty development programs to hone their learning and teaching skills.

- Students are encouraged to also visit the Digital Media Library to hone their skills in which various Enrichment Video Programmes, E-contents and Learning Object Repositories are available.

### 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 to students for further improvement.
- The tentative schedule of Semester Examinations / Practical Examinations is communicated to students in advance through Academic Calendar so that they utilize the time effectively.
- The question papers for semester examinations is set by M.D. University, Rohtak under the supervision of external superintendent appointed by the office of the controller of examinations. The practical examinations are conducted before / after the written examinations by internal as well as external examiners from the panel of examiners provided by M.D. University.

### 6.3.4 Research and Development

- The faculty is encouraged to organize Institutional / National level seminar / workshops 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 Library is well-stocked covering of almost all aspects of Art, Commerce & Science. It regularly subscribes to Periodicals, daily newspapers & Employment Newspapers in Hindi as well in English language. It has three computers with Internet facility to cater the needs of the students and staff.

There is also a collection of audio-visual materials like maps, atlases, compact discs and audio-cassettes. The library has comfortable Reading Rooms in both the campuses with a seating capacity of 110 users. Recently, e-resources under the N-LIST program has been subscribed in which more than 6000 e-journals and more than 1,00,000 e-books are available to the students and staff.

The college has 3 computer labs, one physics lab, one chemistry, one Geography lab and one Music lab which have all the equipment and amenities required for efficiently carrying out the requisite number of practical as prescribed by the university.

The college regularly updates its existing ICT, Library, admin office, Seminar room and class room as per the latest requirements and suggestions by the faculty / students.

### 6.3.6 Human Resource Management

- Faculty were given freedom to choose their interest in various extracurricular activities in the college.
- Various extracurricular Committees / clubs were formed to effectively distribute the duties to the staff and cater the needs of the students in different arenas.
- For the Grievances (if any) received from teaching / non-teaching employee the college formulates a committee and resolves the matter as per the direction of DGHE, Panchkula (Haryana) norms specified for Govt. Aided Colleges.

### 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

- Counsellors were often invited by the placement cell to address the students about the current job scenario and requirements in a candidate.
- Knowledgeable industry experts are invited to the college to address students about the career opportunities in the corporate sector.

### 6.3.9 Admission of Students

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

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"><li>• Provision of Sabbaticals for doctoral work and for attending National / International conferences and seminars.</li><li>• Provision of salary on 1<sup>st</sup> week of every month irrespective of grant-in-aid received from government</li><li>• Provision of loan against PF as per Haryana Govt. norms.</li></ul>
Non-teaching	<ul style="list-style-type: none"><li>• Free uniforms to the class IV employees twice a year.</li><li>• Provision of loan against PF as per Haryana Govt. norms.</li></ul>
Students	<ul style="list-style-type: none"><li>• Zero fees are collected from SC/ST students</li><li>• Rs. 500 tuition fees is waived off for girl students.</li><li>• Fee concession to needy and meritorious students by the management</li></ul>

	<ul style="list-style-type: none"> <li>Prizes for outstanding achievements in academics and other literary activities.</li> </ul>
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6.5 Total corpus fund generated

NIL

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 faculty during admission counselling and 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

- They are invited to attend various awareness programmes organised by the college.

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

- The college has utilized eco-friendly ways in conserving the energy by installing Solar Panels which can provide an output of ~10 kW.
- A nursery for breeding plants / saplings and a composting pit is prepared in the college campus.
- The college organizes Cleanliness Drives and Tree Plantation drives to inculcate a practice of sustainable future in the students, staff and general public at large.

## 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.

- E-newsletter is being published quarterly and is uploaded on the college website regularly in order to highlight the college activity and to enhance the participative organization of students.
- A new cafeteria with all the furniture and fixtures required was developed in the City Campus to cater the need of the students.
- Awareness programmes such as “Financial Literacy & Investor Awareness Programme”, “Workshop on GST” etc. are important in enhancing the skills and knowledge of the students.
- Inclusion of Personality Development classes in honing their communication and interpersonal skills.

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 began its first batch in the newly introduced courses viz. B.Com. (H), M.A. (Geography), M.A. (Economics).
2. As planned at the onset of the session, a National Seminar was organized by the Department of Commerce and Management on the topic of “Challenges and Opportunities in Commerce and Management” on 25-11-2017.
3. As suggested by the IQAC, one cricket practice pitch for play and two pitches for practice have been prepared by the college to encourage and support college cricket team.
4. As suggested by the committee a Prize Distribution Day was celebrated on 06-04-2018 to motivate the student’s efforts in academic and extracurricular activities in which 89 students were awarded with prizes in different categories.

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. Inclusion of ICT tools and Digitalization of office admin
2. Personality Development Classes

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

#### 7.4 Contribution to environmental awareness / protection

- Students were motivated to participate in the Cleanliness and Tree Plantation drives organised by the college to made aware about the environmental awareness / protection
- Various clubs / cells of the college also work towards making students aware about the seriousness of environmental issues and how they can protect and conserve their planet.

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

- The college offers courses in Art, Commerce, Science as well as in Business Administration and Computer Application
- Active support from College management in deliberation of funds for enhancing the facilities in the college.
- The college gives importance to all round development of the students and special classes to hone their personality is conducted.

##### 2. Weakness

- Government sanctioned teaching and non-teaching posts lying vacant.
- Intake of students with inadequate learning skills, spoken English and communication skills.
- Curriculum too stretched for additional activity

##### 3. Opportunities

- IT Resources can be incorporated so that more number of students can gets its benefit
- Development of E-content for students

##### 4. Threats

- Ever declining standards of students coming from govt. schools
- Result of 10+2 students in Haryana is very low which impacts the intake in the college
- Less and less job opportunities in the economy
- Deteriorating social atmosphere with regard to women issues

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

1. Introduction of Paramedical courses in the upcoming session 2018-19.
2. Introduction of more number of ICT tools, smart classrooms, etc.
3. Improvement in mentoring of the students and feedback system to undertake internal academic audit.



*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

### Academic Calendar as prescribed the the M.D.University, Rohtak (2017-18)



#### MAHARSHI DAYANAND UNIVERSITY ROHTAK

(Established under Haryana Act No. XXV of 1975)  
1<sup>st</sup> 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 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 2017-18 as under:-

#### FOR UNDER-GRADUATE COURSES

EVENT	DURATION
Admissions	01.07.2017 to 14.07.2017
1 <sup>st</sup> Teaching (Odd Semester)	15.07.2017 to 14.10.2017
Vacation-I	15.10.2017 to 22.10.2017
2 <sup>nd</sup> Teaching(Odd Semester)	23.10.2017 to 13.11.2017
Examinations	14.11.2017 onwards
Winter Vacation	18.12.2017 to 31.12.2017
1 <sup>st</sup> Teaching (Even Semester)	01.01.2018 to 27.02.2018
Vacation-II	28.02.2018 to 04.03.2018
2 <sup>nd</sup> Teaching Term(Even Semester)	05.03.2018 to 28.04.2018
Examinations(except 5 <sup>th</sup> Semester)	30.04.2018 onwards
Examinations 5 <sup>th</sup> Semester	20.04.2018 onwards
Practical Examinations	Before/ After theory Examinations
Summer Vacation(2017-18)	19.05.2018 to 01.07.2018
Summer vacations (2016-17)	18.05.2017 to 30.06.2017(already notified)

#### FOR POST-GRADUATE COURSES

EVENT	DURATION
Admissions	01.07.2017 to 18.07.2017
1 <sup>st</sup> Teaching (Odd Semester)	20.07.2017 to 14.10.2017
Vacation-I	15.10.2017 to 22.10.2017
2 <sup>nd</sup> Teaching(Odd Semester)	23.10.2017 to 17.11.2017
Examinations	18.11.2017 onwards
Winter Vacation	18.12.2017 to 31.12.2017
1 <sup>st</sup> Teaching (Even Semester)	01.01.2018 to 27.02.2018
Vacation-II	28.02.2018 to 04.03.2018
2 <sup>nd</sup> Teaching Term(Even Semester)	05.03.2018 to 28.04.2018
Examinations	30.04.2018 onwards
Practical Examinations	After theory Examinations
Summer Vacation(2017-18)	19.05.2018 to 01.07.2018
Summer vacations (2016-17)	18.05.2017 to 30.06.2017(already notified)

## Annexure-III

### NBGSM College, Sohna (Calendar of Activities 2017-18)

#### July

01st to 15th July 2017	Admission Process	Admission Committees Dr. (Mrs.) Madhu Bala Gupta
12 August 2017	Preparation of Time Table	Dr. S.P. Monga

#### August

02 August 2017	Staff Orientation Programme	Dr. M.S. Khatri
16 August 2017	Academic Committee Meeting	Dr. M.S. Khatri
12 August 2017	International Youth Day	Ms. Neha Gupta
28 August 2017	Financial Literacy & Investor Awareness Programme	Dr. S.P. Monga

#### September

05 September 2017	Fresher's Orientation Programme	Dr. M.S. Khatri
27 September 2017	PPT Presentation	Ms. Neha Kacchawat
11 September 2017	Paper Presentation	Ms. Supriya
06 September 2017	Declamation	Ms. Rohini Jha
04 September 2017	Foundation Day - Science Block	Mr. Rahul Singh
05 September 2017	Teacher's Day Celebration	Mr. Rajnish
20 September 2017	UDAAN - PD event	Ms. Nandita Mittal
25 September 2017	Paper Presentation	Ms. Neha Kacchawat
25 September 2017	Awareness Lecture on Online Banking	Ms. Neha Gupta

#### October

25 October 2017	Paper Presentation - B.Sc.	Ms. Antra
03 October 2017	Inter-class Debate Competition	Ms. Rohini Jha
10 October 2017	Quiz Competition	Ms. Ruchika Aggarwal
04 October 2017	Session on Health and Safety for Girls	Ms. Perna Sharma
26 October 2017	A Special Session for Girls	Ms. Perna Sharma
06 October 2017	Tree Plantation Drive	Dr. Rakesh Kumar
14 October 2017	Diwali Fest - PD Event	Ms. Nandita Mittal
07 October 2017	Slogan writing and Cartoon Making Competetion	Ms. Neha Gupta
10 October 2017	Celebration of Earthquake Safety Week	NSS

#### November

02 November 2017	Paper Presentation	Literary Club
03 November 2017	Nukkad Natak - PD Event	Ms. Shivani Sharma
03 November 2017	Awareness Programme on HIV/AIDS	Red Ribbon Club
25 November 2017	National Seminar on "Challenges and Opportunities in Commerce and Management	Dr. S. P. Monga

**EXAMINATIONS: 14th Nov. onwards****December**

12 December 2017	Submission of Internal Assesment	All Teaching Staff
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**VACATIONS: 18th to 31st December****January**

23 January 2018	Workshop on GST	Dr. S. P. Monga
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25 January 2018	General Awareness Session and Republic Day Celebration	Literary Club
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27 January 2018	Cyber Journey	Literary Club
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**February**

17 February 2018	Declamation contest	Ms. Neha Gupta
22 February 2018	Quiz Competition	Ms. Rita Ahuja
08 February 2018	Medha Utsav	Dr. Madhubala Gupta
02 February 2018	Interview Skills and Social Entrepreneurship	Placement Cell
22 February 2018	Quiz Competition	Ms. Supriya
24 February 2018	Cleanliness Drive	NSS
26-27 February 2018	Athletic Meet	Mr. Jagmal Singh

**VACATIONS: 28th Feb. to 04th March****March**

16 March 2018	Paper Presentation and Group Discussion	Ms. Supriya
22 March 2018	Workshop on Technical Analysis of Financial Markets	Ms. Jyoti Jain
20 March 2018	Prize and Certificate Distribution Function	Red Ribbon Club
21 March 2018	Personality Dev. Session - B.Sc.	Ms. Shivani Sharma
19 March 2018	Poster making competition	Road Safety Club
10 March 2018	Open Session	Placement Cell
08 March 2018	Awareness lecture on Cervical Cancer	RRC and Women Cell
10 March 2018	National Science Day	Dr. Amit Kumar
20 March 2018	Campus Drive	Placement Cell
10 March 2018	Quiz Competition	Literary Club

**April**

14 April 2018	Feedback Session	All Dept.
04 April 2018	Paper Presentaion on FDI in India	Ms. Rohini Jha
10 April 2018	World Health Day	Red Ribbon Club
06 April 2018	Annual Prize Distribution Function	Dr. S. P. Monga

**EXAMINATIONS: 30th April onwards**

**Distribution:** Hardcopies to Executive President , Principal, All Staff, Estate Officer, Office copy with Head Clerk and One copy in new campus with Mr. Naveen Kumar

**Principal**

## Annexure-IV

### Student Feedback Analysis (2017-18)

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	6	27	10	0	0
2	Learning value (in terms of skills, concepts, knowledge, analytical abilities, or broadening perspectives)	18	21	3	1	0
3	Applicability/relevance to real life situations	5	23	14	1	0
4	Depth of the course content	15	23	4	1	0
5	Syllabus is sufficient to make you analyse the problems and its suitable solution	13	19	9	2	0
6	Relevance for implementation in projects/internships	7	19	8	9	0
7	Compatibility with industry standards	4	22	13	4	0
8	Overall rating	8	27	6	2	0
<b>Total</b>		<b>76</b>	<b>181</b>	<b>67</b>	<b>20</b>	<b>0</b>

### Parent Feedback Analysis (2017-18)

S. No.	Question	YES	NO
1	Do you find this institution better than others for your ward?	144	5
2	Do you feel facilities in this college are adequate?	146	3
3	Do you feel that your ward is physically secured in the campus?	145	4
4	Are you satisfied with the cooperation from the administrative staff?	146	3
5	Are you able to make direct communication with the teaching staff?	149	0
6	Do you find up gradation of hard and soft skills in your ward?	149	0
7	Do you think education in this college has benefitted your ward?	149	0
<b>Total</b>		<b>1028</b>	<b>15</b>

## Alumni Feedback Analysis (2017-18)

S.No.	Question	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
1	Whether the activities organized by the college/department met the objective of bringing about overall development of the students	19	12	2	1	1
2	When you compare yourself with other counterparts from other colleges, you feel that you got most of the facilities and some additional which is not available in other colleges	18	9	3	3	2
S.No.	Question	Excellent	Very Good	Good	Fair	Poor
3	The facilities provided by college such as laboratories, equipment, computer facilities, internet/Wi-Fi and seminar hall were	8	15	3	4	5
4	The counseling & guidance provided by the faculties to all students were	19	7	4	4	1
5	The library facilities provided by the college were	14	12	4	2	3
6	Learning value (in terms of skills, concepts, knowledge, analytical abilities or broadening perspectives)	16	9	4	3	3
7	Applicability/relevance to real life situations	13	10	7	2	3
8	Depth of the course content	12	13	4	4	2
9	Extent of effort required by the students	10	16	5	2	2
10	Extent of the coverage of course	15	10	6	2	1
11	Relevance/learning value of project/report	14	12	3	2	4
12	Overall rating	19	7	3	6	0
S.No.	Question	Challenging	Adequate	Inadequate	Dull	Poor

13	The Syllabus was	10	22	0	3	0
<b>S.No.</b>	<b>Question</b>	<b>Highly relevant</b>	<b>Relevant Partly</b>	<b>Relevant</b>	<b>Somewhat relevant</b>	<b>Irrelevant</b>
14	Your background for benefiting from the course was	15	10	6	2	2
<b>S.No.</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Marginally</b>		
15	Has your time at the NBGSM College been intellectually enriching?	28	4	3		



## **Annexure-V**

### **Best Practice 1**

#### **1. Title**

Inclusion of ICT tools and Digitalization of office admin

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

The college has decided to computerize the office and utilize as many digital tools available to improve the efficiency and accuracy of the work.

#### **3. Objectives**

The practice will help:

- To pass information throughout the office quickly and effectively.
- To increase the efficiency, accuracy and speed of the work.

#### **4. The Practice**

The college website has been developed. The idea of paperless fee is being practiced with the use of debit / credit cards and digital payment wallets such as PAYTM. The admission process also takes place through online portal provided by DGHE, Panchkula (Haryana).

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

Effective management of the technology is yet to be achieved.

#### **6. Impact of the Practice**

The use of paper has been reduced to a great level. Improved efficiency and reduced time for the work can be seen. Better communication, reliability of data and accuracy has been observed.

#### **7. Resources Required**

Sufficient IT facilities are made available by the college management.

## Annexure-VI

### Best Practice 2

#### 1. Title

Personality Development classes

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

The personality development classes have been introduced by the college for the first, second and final year students of all the courses at UG and PG level to enhance and groom the personality of the students to bring about a positive change to their life.

#### 3. Objectives

The practice will help the students:

- to develop their interview skills.
- to improve the communication and interpersonal skills.
- to imbibe positive traits

#### 4. The Practice

The department of personality development has now employed two teachers for the development of students as the number of courses has also increased. 2-3 classes per week for each course are assigned to personality development department for all the courses. Activities are also organized in order to enhance the interview skills of the students and achieve increased placements.

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

More number of faculty members need to be employed for the purpose.

#### 6. Impact of the Practice

Students have developed better interview and communication skills which make them more confident to face interviews. The students show a great interest and participation for such activities.

#### 7. Resources Required

The college makes provision in the budget for organizing the various activities.