



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>N.B.G.S.M. COLLEGE, SOHNA</b>
• Name of the Head of the institution	<b>DR M. S. KHATRI</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>01242362269</b>
• Mobile no	<b>8901257870</b>
• Registered e-mail	<b>OFFICE@NBGSMC.AC.IN</b>
• Alternate e-mail	<b>PRINCIPAL@NBGSMC.AC.IN</b>
• Address	<b>CITY CAMPUS, MAIN MARKET AREA, SOHNA</b>
• City/Town	<b>SOHNA</b>
• State/UT	<b>HARYANA</b>
• Pin Code	<b>122103</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>AFFILIATED</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	GURUGRAM UNIVERSITY, GURUGRAM				
• Name of the IQAC Coordinator	DR AMIT KUMAR				
• Phone No.	01242362269				
• Alternate phone No.	9310029586				
• Mobile	8588829586				
• IQAC e-mail address	IQAC@NBGSMC.AC.IN				
• Alternate Email address	AMIT.KUMAR@NBGSMC.AC.IN				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://nbgsmc.ac.in/wp-content/uploads/2021/12/AQAR_2019-20_1.pdf">https://nbgsmc.ac.in/wp-content/uploads/2021/12/AQAR_2019-20_1.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://nbgsmc.ac.in/academic-calendar/">https://nbgsmc.ac.in/academic-calendar/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	75.25	2003	21/03/2003	20/03/2008
Cycle 2	B	2.04	2020	08/01/2020	07/01/2025
<b>6.Date of Establishment of IQAC</b>	25/05/2011				
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	Yes				
• Upload latest notification of formation of IQAC	<a href="#">View File</a>				

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<ul style="list-style-type: none"> <li>• Introduction of Skill Development Courses</li> </ul>	
<ul style="list-style-type: none"> <li>• Participation in NIRF, India Rankings - 2021</li> </ul>	
<ul style="list-style-type: none"> <li>• Introduction of Research Promotion Policy to encourage budding researchers among the staff members</li> </ul>	
<ul style="list-style-type: none"> <li>• Encouraging the teaching staff in involving ICT-enabled teaching-learning mythologies</li> </ul>	
<ul style="list-style-type: none"> <li>• Taking regular feedback from various stakeholders in improving the analysing the quality and taking corrective measures to fill the gap</li> </ul>	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	

Plan of Action	Achievements/Outcomes
<p>Online Student Satisfaction Survey as per the NAAC format.</p>	<p>Online Student Satisfaction Survey was made an annual practice by the IQAC and its analysis is being discussed in the meeting of the IQAC and suggestions are used for improvements. The report is available on the college website: <a href="https://nbgsmc.ac.in/student-satisfaction-survey">https://nbgsmc.ac.in/student-satisfaction-survey</a></p>
<p>Grievance Redressal Cell to address the grievances/concerns of the students about internal assessment, completion of syllabi, examinations, issue related to back papers, admission process, etc.</p>	<p>A Proctorial Board-cum-Grievance Redressal Cell has been formed and the students can register their complaints offline as well as online. Online complaint registration form is available on the link: <a href="https://nbgsmc.ac.in/grievance-redressal-cell/">https://nbgsmc.ac.in/grievance-redressal-cell/</a></p>
<p>Introduction of Job-Oriented Courses</p>	<p>The college applied for Skill Development Courses under National Skills Qualifications Framework (NSQF) from UGC on 18-07-2020. The approval was received for the same on 24-09-2020. However, we could not be able to run these courses due to following reasons: 1. Lack of financial resources from UGC. 2. Mandate of the UGC to conduct offline classes only; which was difficult during that period. Alternate measures taken: An MoU was signed with Anudip Foundation to conduct two Job-oriented courses viz. Certificate in Office Automation and Digital Education, and Diploma in Accounting with Tally. Benefits: 1. Zero course fee 2. 100% placement offered 51 students enrolled</p>
<p>Participation in India</p>	<p>The college has participated in</p>

Rankings-2021 (NIRF)	the India Rankings 2021
Competent Resource Persons from industry and academia be invited	Webinars are being conducted time to time from external experts in relevant domains. The activity reports are also published on college website: <a href="https://nbgsmc.ac.in/news/">https://nbgsmc.ac.in/news/</a>
Paperless office communication procedures through G-suite and ERP solution.	The college is following the practice of paperless office communication through G-Suite and ERP Solution.
ICT enabled Teaching-Learning system and blended learning	All the faculty members have been switched to ICT enabled teaching learning methods. In the time of pandemic the staff have been taking classes through Google Meet and utilising Google Classroom, WhatsApp as communication tool for sharing the learning materials and recorded lectures.
To conduct Academic and Administrative Audit on the model of Knowledge Consortium of Gujarat (KCG)	The college has adopted the procedure and methodologies as mentioned in the book "Quality Management System in Higher Education" and conducted the Academic and Administrative Audit on the model of Knowledge Consortium of Gujarat (KCG)
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Board of Management	18/02/2022
<b>14. Whether institutional data submitted to AISHE</b>	

Year	Date of Submission
2022	16/02/2022
<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	295
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	1370
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	367
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	454
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	37

File Description	Documents
Data Template	<a href="#">View File</a>
3.2	50
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	35
Total number of Classrooms and Seminar halls	
4.2	51221651
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	122
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The college is affiliated with Gurugram University, Gurugram and follows the curriculum provided by the affiliating university in toto. The college Information Brochure containing the programmes and courses is uploaded on the Department of Higher Education, admission portal as well as on the college website. The HODs of various departments guides their faculty members in preparing the lesson plans and discuss the plan of action required for slow and advanced learners. The minutes of the meetings are duly shared with the concerned faculty members to ensure actions are taken as planned. HODs in each department monitor the pace of course progression and their learning outcomes and inform them about its status to the Principal in the monthly meetings. During the period of the pandemic, Live online lectures were conducted through ZOOM or Google Meet, recorded video lectures, assignments and online quizzes with</p>	

the help of GSuite for Education. Many of the faculty members have incorporated the use of LMS such as Google Classroom in effectively carrying out the delivery of the curriculum and is well documented.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://nbgsmc.ac.in/student-corner/">https://nbgsmc.ac.in/student-corner/</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar is prepared by the affiliating university viz. Gurugram University, Gurugram. The college also prepares its internal calendar of activities in which all the academic, curricular and extra-curricular activities are mentioned. At the beginning of the academic session, an orientation program was organised in which the freshers were sensitized about the college, various cells and committees to address their grievances, activities under NCC, NSS, Red Cross, library facility, availability of lesson plans, course outcomes and programme outcomes on the college website, feedback links, etc.

The college adopts a continuous internal evaluation system that assesses the students through class tests, assignments, projects, power-point presentations, seminars, group discussions, etc. This helps in evaluating the students' learning levels and accordingly corrective measures are taken through their class incharges, mentors and subject teachers. The performance of each student in assignments, class tests, etc. are discussed and shown to the students and the result is displayed on the noticeboard.

External experts are being invited at various intervals to enlighten the students on current topics and job opportunities. Similarly, workshops, seminars, screening of documentaries/ films etc. were also made to make the learning more interesting and enriching.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://nbgsmc.ac.in/wp-content/uploads/2021/05/Revised-Academic-calendar-21.12.2020.pdf">https://nbgsmc.ac.in/wp-content/uploads/2021/05/Revised-Academic-calendar-21.12.2020.pdf</a>



<p><b>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.</b>  <b>Academic council/BoS of Affiliating University</b>  <b>Setting of question papers for UG/PG programs</b>  <b>Design and Development of Curriculum for Add on/ certificate/ Diploma Courses</b>  <b>Assessment /evaluation process of the affiliating University</b></p>	<p><b>C. Any 2 of the above</b></p>								
<table border="1"> <thead> <tr> <th data-bbox="86 656 550 712">File Description</th> <th data-bbox="555 656 1471 712">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 719 550 891">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="555 719 1471 891" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 898 550 954">Any additional information</td> <td data-bbox="555 898 1471 954" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>	Any additional information	<a href="#">View File</a>			
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Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>								
Any additional information	<a href="#">View File</a>								
<p><b>1.2 - Academic Flexibility</b></p>									
<p><b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p>									
<p><b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b></p>									
<p>7</p>									
<table border="1"> <thead> <tr> <th data-bbox="86 1305 550 1361">File Description</th> <th data-bbox="555 1305 1471 1361">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1368 550 1424">Any additional information</td> <td data-bbox="555 1368 1471 1424" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1431 550 1532">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="555 1431 1471 1532" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1538 550 1639">Institutional data in prescribed format (Data Template)</td> <td data-bbox="555 1538 1471 1639" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<a href="#">View File</a>	Minutes of relevant Academic Council/ BOS meetings	No File Uploaded	Institutional data in prescribed format (Data Template)	<a href="#">View File</a>	
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Any additional information	<a href="#">View File</a>								
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded								
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>								
<p><b>1.2.2 - Number of Add on /Certificate programs offered during the year</b></p>									
<p><b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b></p>									
<p>4</p>									

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	No File Uploaded

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

109

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The college offers various courses relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics at UG level as well as at the PG level. The curriculum is further strengthened by organizing various curricular and extra-curricular activities through Women Cell/Red Cross/NSS/Eco-Club/Literary Club etc.

Table 1: List of courses which address such issues into the curriculum.

S.No.

Name of the course

Issue addressed

1

B.A.

Environment and Sustainability

2

B.Com. Pass

Environment and Sustainability, Human Resource Management

3

B.Com.(H)

Environment and Sustainability, Human Resource Management

4

B.Sc. (Non-Medical)

Environment and Sustainability

5

B.B.A.

Environment and Sustainability, Human Rights and Values

6

M.Com.

Communication & Soft Skill, Human Resource Management

7

M.A. Economics

Communication & Soft Skill, Human Resource Management

8

Certificate course in Spoken English and Personality Development

Communication & Soft Skill

9

Diploma in Tally

Communication & Soft Skill

10

Certificate Course in Digital Marketing

Communication & Soft Skill

11

CEDES (Certificate in English Communication and Digital Education with Excel Specialization)

Communication & Soft Skill

Table 2: List of activities which are organized in the college addressing these issues.

S.No.

Name of Activity

1

Tree Plantation and Adoption Drive

2

Earth Day

3

Extension Lecture on Vaidik Empowered women by Faculty of Arts

4

Soft Skill Development Workshop

5

Digital Collage Making Competition on World Nature Conservation Day

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

47

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students**

A. All of the above

<b>Teachers Employers Alumni</b>	
File Description	Documents
URL for stakeholder feedback report	<a href="https://nbgsmc.ac.in/fatr/">https://nbgsmc.ac.in/fatr/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://nbgsmc.ac.in/fatr/">https://nbgsmc.ac.in/fatr/</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>490</b>	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
<b>345</b>	

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college makes every effort to identify and respond to the special educational needs of advanced and slow learners by interacting directly with them as also by seeking feedback from their teachers. Further, faculty members in all departments conduct class-tests at the onset of the academic session to assess the learning levels of the students and classify them as Advanced Learners and Slow Learners.

Procedures adopted for Slow Learners:

1. Personal attention through Extra/Remedial Classes
2. Teaming them up with advanced learners to gain confidence through rub-off effect
3. They are encouraged to pursue Spoken English and Personality Development Courses to bring the slow learners at-par with the rest of the students
4. The teachers use both Hindi and English language during classroom discussions so that these students have no issue in understanding their lectures.

Procedures adopted for advanced Learners:

1. Scholarship programs to encourage and reward meritorious students
2. They are oriented towards pursuing higher studies and career development and for that they are provided with reference material and other relevant guidance under the Mentorship Program.
3. Special coaching classes for banking, UGC-NET etc. are organized.
4. They are encouraged to participate in various inter-college/

**Zonal level extra-curricular activities.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

Number of Students	Number of Teachers
1370	37

File Description	Documents
Any additional information	No File Uploaded

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college implements a multi-dimensional approach by making use of ICT enabled teaching using smart interactive boards, power point presentations and e-resources to deliver an enriching learning experience. State of the art laboratories in Science and Computers, Language Lab, Geography Lab, Music facilities, etc. gives a hands-on experience as well as strengthen their concepts through practicals.

Participative Learning is evident through beyond the classroom activities which take place via various clubs and committees which provide external exposure to the students thus helping them in grooming their personality. Programs on Financial Literacy and Investor Awareness, Inter-college essay writing competitions, presentation skills, declamation, debates, quiz, poetic recitation, celebration of important national and international days, guest lectures, etc. are a part of the learning process to bridge the gap between theory and practice. The faculties discuss and shares various case studies in the classroom and obtains views from the students to develop problem solving abilities. Activities such as visit to historical monuments, arts and craft mela, group discussions, etc. have an added advantage.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers are gradually shifting from traditional chalk and talk approach to interactive discussions through ICT-enabled methodologies. Here, interactive boards and available of WIFI/ internet facilities play a very important role. The college has four smart interactive boards, two overhead projectors in classrooms, two projectors in seminar halls, sufficient number of desktops and laptops in computer labs, G-suite for Education for conducting as well as recording online classes through Google Meet.

The teachers use such facilities by taking classes through powerpoint presentations. Online virtual trips to places. Connecting with industry experts by organizing extension lectures in seminar halls. Conducting tests/ online quizzes through Google Forms. Conducting online classes and utilization of virtual whiteboard (Jamboard) on Google Meet. Hosting lectures of eminent professors available in SWAYAM and e-PG Pathshala in smart classrooms. Some of the faculties also use ICT tools for conducting workshops on latest methods such as SPSS, programming, simulations etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

37

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super speciality / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

221

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college follows a structured and transparent mechanism of Continuous Internal Evaluation system to assess students' performance. The internal evaluation system is in adherence with the guidelines prescribed by the affiliating university. The weightage of internal assessment is 20% of the total marks and based on class tests, assignments and attendance. The criteria of internal assessment are mentioned in the Information Brochure as well as discussed with the students during the orientation programme at the onset of academic session. The class incharges as well as mentors of the students also encourage and support the students in attaining maximum marks in internal assessments. The concerned subject teachers assess the students through both formative as well as summative assessments. The students are well-informed about their performance in class-tests, assignments and attendance through notice boards. The HODs ensure that the Internal Assessment marks has been submitted to the college office at least one month before the examination.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://nbgsmc.ac.in/wp-content/uploads/2021/08/NBGSM-College-Sohna-Prospectus-Compressed.pdf">https://nbgsmc.ac.in/wp-content/uploads/2021/08/NBGSM-College-Sohna-Prospectus-Compressed.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

There is a transparent and efficient handling of internal examination related grievances at three levels. First, at the department level, where the grievances are being handled by their concerned subject teacher and Head of the departments. Second, there is a Grievance Redressal Cell in which if any of the student is

still unsatisfied about his/her query, can submit a written application and the committee shall further look into the matter in a time-bound manner. Although, till date we haven't received any grievances from the students at this stage since most of the queries are being resolved at departmental level. The third level is at the university, where the examination related grievances are being handled by the administrative office. Any grievance regarding non-declaration/ typographical errors/ absenteeism/ non-receipt of award etc. in result/ DMC; the communication letters are sent to the Controller of Examination and other related branches (Registration Branch, Conduct Branch, Result Branch etc.) of the affiliating university in a time bound manner.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://nbgsmc.ac.in/grievance-redressal-cell/">https://nbgsmc.ac.in/grievance-redressal-cell/</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College website contain the details on Course Outcomes (COs), Programme Outcomes (POs) as well as Programme Specific Outcomes (PSOs) duly recommended from the senior faculties of respective departments.

There is a structured mechanism to communicate the same to the teachers and students:

- Syllabi and Course Outcomes (COs), Programme Outcomes (POs) as well as Programme Specific Outcomes (PSOs) Outcomes is displayed on college website and communicated to students during orientation programme.
- Hard copy is also available in the staff rooms and departments for ready reference to the teachers and students.
- The significance of the Course Outcomes (COs), Programme Outcomes (POs) as well as Programme Specific Outcomes (PSOs) has been communicated to the teachers in various staff meetings in the college and during Academic / IQAC Meetings.

The students are also made aware of the same through their respective class incharges as well as during Labs, Tutorials and

**Mentorship sessions.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://nbgsmc.ac.in/course-outcomes/">https://nbgsmc.ac.in/course-outcomes/</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

**2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.**

The college follows the guidelines and procedures as laid down by the affiliating university viz. Gurugram University, Gurugram in evaluating the performance of the students. The college thus makes lesson plan according to the duration of the teaching session and the academic council and the college Principal monitor the implementation of the syllabi, the process of evaluation of the students in monthly meetings with the staff members and HoDs. Although, the Internal assessment through attendance, class tests and assignments are the requirement of the assessment process and supports in attaining the COs and POs, the college also adopts a second approach i.e. through student's feedback. Here, the questionnaire is prepared in such a way which helps the IQAC in analysing the attainment of POs, COs or PSOs. The corrective measures, if required, is then discussed with the staff members by the principal and the faculties are instructed to make modifications in teaching pedagogies accordingly.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year****2.6.3.1 - Total number of final year students who passed the university examination during the year**

409

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://nbgsmc.ac.in/wp-content/uploads/2021/12/Student-Satisfaction-Survey-2020-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has created various initiatives for creation and transfer of knowledge. The institution encourages the faculty members to apply for minor /major research projects from UGC, New Delhi and other funding agencies like ICSSR, ICSR, ICAR, etc. The institution is committed to providing full support to the faculty pursuing research. Some of the faculty members have completed their Ph.D programme and some more are in the process of completing their doctorate. To encourage the budding researchers and scholars among the staff members the college has implemented a Research Promotion Policy in which there is a provision to incentivize the publications in UGC-Listed journals, Book Chapters/ Books/ financial assistance towards attending Seminars/ Conferences, etc. The college also organizes various faculty development programs/ webinars/ extension lectures, etc. where recent trends, innovations, challenges and solutions were discussed.

The institution further provides the following facilities to the

faculty engaged in research:

- Making available e-journals, periodicals and magazines in the college library.
- Providing PCs with internet and printing facility
- Providing stationery and other material
- Granting duty leave for collection of data and for visiting other libraries, on request of scholars

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

8

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0



File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

10

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

There are a number of outreach and extension activities planned as per the societal need of the hour and organized in the college as well as in the vicinity of Sohna. To effectively such extension

activities and engage the students in social service and welfare activities the college has established an Extension and Outreach Committee. The committee consists of faculty members and students who visits nearby community villages/schools and impart awareness among the masses specially the women and underprivileged/ needy sections of the society. At times, the various school kids, especially the girl students are invited to visit the college to promote the importance of higher education. Sessions have been taken up in their school to discuss the importance of co-curricular activities, Education, Women's health and hygiene, Social Media - Boon or Bane, etc. NCC cadets have been involved in imparting awareness among the masses which can be seen in the Cleanliness and Awareness drives organized in public places such as Bus Depots where free masks distribution has been done and public has been encouraged to stop using plastics. Such activities have a lasting impression on the students who have not only practicing at their home but also the career of knowledge among the society.

File Description	Documents
Paste link for additional information	<a href="https://nbgsmc.ac.in/e-publication/">https://nbgsmc.ac.in/e-publication/</a>
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

13

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

727

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The affiliating university inspects the compliance of infrastructure, rooms, labs, computers, library and number of related books etc. and give their recommendations and suggestions, if required. The facilities are enhanced accordingly after each semester/session.

At present, the college has two campuses spread into 16 Acres of sprawling campus with green landscaping and Aravalli Hills as backdrop. In the academic facilities the college has 28 classrooms equipped with ample sitting benches for the students and podium and whiteboard for the faculty members. A total of four interactive boards and two overhead projectors with desktops has been installed. In total, there are 08 laboratories which consists of four computer

labs, chemistry lab, physics lab, Geography lab, language lab and Music lab with well-equipped and state of the art infrastructure. To conduct seminars and workshops two seminar halls with audio-visual facilities are available in both the campuses. There are one library in each campus (two in total) with a sitting capacity of nearly 200 students with ample books, journals, magazines and newspapers. In sports, the college has Table-Tennis Room, Volleyball, basketball, cricket-pitch, track and field of 200 m, cricket practice net, etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://nbgsmc.ac.in/">https://nbgsmc.ac.in/</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

For Indoor games the college has Table-tennis (200 Sq. Ft), Chess, Carom, Wrestling (1000 Sq. Ft), Yoga (45 x 60 Ft), etc. and outdoor games facility include Cricket pitch (80 Yards), Cricket practice field with net (20 x 40 Ft), Badminton (30/25 m), Volleyball (30/25 m), Basketball(40/25 m), Kabaddi (400 Sq. Ft.), Kho-kho (500 Sq. Ft) and Archery. A 200 m track and field is available for athletes. The college has two multi-purpose hall (25 x 50 Ft) for practice where the students can practice their dance/ choreography. A separate Music Room to practice vocal music and instrumentals. For organising cultural activities, a stage (45 x 60 Ft) is available in the open ground with ambient surroundings and green landscapes. The college also organises annual Athletic Meet and Cultural Fest and the winners are awarded at college annual functions. The outcome of the excellent facilities can be seen in the awards and laurels won by the students in Youth Festivals and sports events.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://nbgsmc.ac.in/sports-facilities/">https://nbgsmc.ac.in/sports-facilities/</a>

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

12

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://drive.google.com/drive/folders/1y6H7sFrHx1Jan239_gUkxq3pBGkjMoxj?usp=sharing">https://drive.google.com/drive/folders/1y6H7sFrHx1Jan239_gUkxq3pBGkjMoxj?usp=sharing</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6.69

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Name of ILMS software: MasterSoft College ERP

Nature of automation (fully or partially): Fully

Version: 2021

Year of Automation: 2021

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://nbgsmc.ac.in/library2/">https://nbgsmc.ac.in/library2/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

1.90

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

165

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Since its last accreditation by NAAC in 2019, the college has taken initiatives. Of them, one is ICT enable teaching learning process to ensuring effective and outcome based education. The classes are shifting from Green/White board to Wi-Fi enabled smart interactive board, availability of study materials (E-books and other resources) in electronic form (PPT/PDF) material. The whole campus is WI-FI enabled and internet services can be accessed from anywhere. The college has an internet bandwidth of 50 MBPS which is connected via LAN to admin office and shared with classrooms and other locations via WIFI. The computer labs are maintained through AMC and regularly upgraded with latest configurations such as HDD to SSD, upgradation of RAM, replacement of monitors, etc. The college has two digital display boards of 43 inch in both of its campus to display important informations to students. A central announcement system with automatic bell ringing of periods, breaks and closing of the college. The college has procured two new smart interactive boards with latest configurations such as android operating system, 20-point multi-touch, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

122

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

4.3.3 - Bandwidth of internet connection in the | A. ? 50MBPS



Institution	
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

45.13

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are established and formal procedures for maintaining and utilizing physical, academic and support facilities available in the college. The College Governing Body has appointed an Estate Officer who supervises the maintenance work of its campuses. Stock verification are carried out by duly constituted committees for books, laboratory apparatus, sports equipment, furniture, machines and ICT equipments. Facilities such as ROs, Computers, Generators etc. are serviced regularly through AMCs. The details of the procedures are mentioned in the link below:

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://nbgsmc.ac.in/procedure-policies-maintenance/">https://nbgsmc.ac.in/procedure-policies-maintenance/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

306

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

79

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="http://nbgsmc.ac.in/">http://nbgsmc.ac.in/</a>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**375**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**375**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

26

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

100

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

2

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

25

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The formation of Student's Council is banned under the guidelines of Director, Higher Education, Haryana. However, the institution has taken various initiatives to involve the students in different committees/ clubs and they are actively involved in organising college level activities and events. Two students are nominated by the Principal in the Internal Quality Assurance Cell to represent the student's voice. Those students who have a passion for writing, designing and creativity are included in the team of college annual magazine 'Gyanankur' and quarterly e-newsletter 'Campus Chronicles'. All the committees/clubs such as Cultural Committee, Youth Red Cross, NSS, NCC, Women Cell, Entrepreneurship Development Club, Eco-Club, Literary Club, etc. have adequate representation from the students. The students are not only given the opportunity to anchor in departmental functions, annual functions and seminars but have also shared the responsibility of organising events like Medha Utsav, Diwali Fest, Athletic Meet, etc.

File Description	Documents
Paste link for additional information	<a href="https://nbgsmc.ac.in/">https://nbgsmc.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

15

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has registered its Alumni Association on 02nd March 2022 and it will begin its working from the next month.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College endeavours for fulfilling the vision of the college and its mission through effective leadership by upholding an open and collaborative environment. All stakeholders are encouraged to

participate and give their opinions for proper policy formulation and right decision making. The Principal interacts with the staff and students at formally and informally at various occasions such as Staff Meetings, Farewells, Orientation Programmes, Student Council Meetings, etc.

The Governing Body (GB) is the executive authority and exercises its general supervision and control regarding the dealings of the college. The Principal is the ex-officio secretary of the governing body whereas two representatives of Teaching and Non-Teaching Staff are part of the Governing Body. The next level of management is Academic Committee, which constitutes chairperson (Principal), senior faculty members of the college. Then further, the college has departmental level committees which further takes decision and review performance of the concerned department for the smooth implementation of the decisions taken by the academic committees. The college has a Proctorial Board, SC/ST Cell, Women Cell, Anti-Sexual Harassment Cell, Anti-Ragging Cell, Grievance Redressal Cell, Legal Literacy Cell, Dean Student's Welfare cum Fee Concession Committee, etc. which represent the issues and welfare of their respective bodies to the concerned authorities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices decentralization and participative management by involving staff members in various academic, administrative and financial autonomy through various committees.

#### Case Study: Budget preparation

1. Before the annual budget meeting of the Governing Body, the Principal discusses the budget estimate with the Head of the Departments and conveners of various committees asks for their inputs.
2. The concerned HODs and conveners further discusses their budget with the members of the committees/ department.
3. The suggestions and recommendations from such committees/ departments are submitted to the head clerk, who consolidates



the same and submits it to the Governing Body for approval. Here also, the teaching staff representatives are present for further elucidation of the budget, if required.

After the due approval from the Governing Body, the Principal manages the budget and releases the funds to various departments/committees, accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college perspective/ strategic plan for the period of 2019 - 2024 is available on the college website. Since its accreditation from NAAC in Jan. 2021, the Governing Body, IQAC and other committees has jointly made efforts and took many initiatives to fulfil the same.

**Activity: Criteria I - Curricular Aspects, Feedback Collection, Analysis, Action Taken Report and Report on Website.**

The first transition took place through the collection of feedback from offline (paper) to online (Google Form). The link was not only available on the website but also shared with the concerned students, staff, alumni or employer via email and SMS. The analysis of the feedback was discussed by respective committees as well put in IQAC and accordingly the measures required was recorded in the Action Taken Report which is uploaded on the college website. Along with this, the Student Satisfaction Survey has been institutionalised and its report is further used to not only analyse the strength and weakness of the institution but also take appropriate actions to overcome the weakness and further reinforcing the strength.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://nbgsmc.ac.in/wp-content/uploads/2017/04/Perspective-Plan-2019-2024.pdf">https://nbgsmc.ac.in/wp-content/uploads/2017/04/Perspective-Plan-2019-2024.pdf</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body of the college regulates the policies and procedures to be followed and execute their decision through Principal. The Principal being the Ex-Officio Secretary of the Governing Body presents the minutes of the IQAC in the Governing Body for information and approval. He further executes the policies and decisions of the Governing body through different committees such as Academic Committee, Staff Council, Research Advisory Committee, Placement Cell, Women Cell, Red Cross, NCC, NSS, etc.

The Principal in consultation with the Deputy Superintendent distributes the work among the administrative staff, who in turn also keeps record of service rules, procedures, recruitments, promotional policies, service books and personal files. The administrative office prepares and maintains the detailed reports concerning the affiliation from university, recognition from UGC, students' enrolment and fees, attendance, scholarships and all other details concerning the staff and students.

The recruitment in Govt. Aided posts are done through the selection criteria as laid down by Department of Higher Education, Haryana and affiliating university.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://nbgsmc.ac.in/organogram-of-the-institution/">https://nbgsmc.ac.in/organogram-of-the-institution/</a>
Upload any additional information	No File Uploaded

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>
<b>6.3 - Faculty Empowerment Strategies</b>	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<ul style="list-style-type: none"> <li>• Regular Staff appointments prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 are covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per University norms.</li> <li>• The institution organizes workshops and counselling sessions for the staff to keep them positive and motivated.</li> <li>• Leave to teaching and non-teaching staff are given as per the guidelines from Govt. of Haryana.</li> <li>• Provision of Duty Leave for attending National / International conferences and seminars.</li> <li>• Provision of salary on 1st week of every month irrespective of grant-in-aid received from</li> <li>• Government Provision of loan against PF as per Haryana Govt. norms.</li> <li>• Provision of Wheat loan/ Cash Advances.</li> <li>• Free uniforms to the class IV employees twice a year.</li> </ul>	
File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>
<b>6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year</b>	

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year****6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

22

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college has a well-defined mechanism for professional appraisal of Teaching and Non-Teaching Staff every year. The criteria for their performance assessment was shared during the appointment as well as kept in college office for reference. Every year, an annual confidential report (ACR) is prepared and submitted by all the teaching and non-teaching staff members which was graded by their concerned HODs, Principal and the Management. For teaching staff, the college evaluates their results, attendance, academic and administrative contribution in the college, putting extra effort for poor students, guiding the students in Extra / Co-curricular activities and improving academic capabilities. The ACR also retrieves information regarding the reasons for their under-performance (if any) and invites suggestions for enhancing the same. Last but not the least, college measures the attitude of the employee in carrying out the decisions of the authority faithfully and earnestly.

For Non-teaching staff, college evaluates the performance based on regularity, punctuality, faithful allegiance to the college, timely accomplishing the task assigned, maintaining records, use and adaption of newly developed administrative mechanism and physical fitness.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college is Government aided and Self-Financed receives financial assistance from the UGC, Haryana Government, Governing Body of the college, Students' Fees, Grants and Scholarships from various funding agencies. The college Bursar ensures that in all financial transactions, the due rules and procedures are followed.

**Internal Audit:**

The Convener of the purchase committee and the Bursar of the college keeps a strict vigil on the purchase procedures. To further make the system more transparent and robust, the bills are scrutinized by the President, Governing Body before any final payments are made. The accountant of the college maintains all the financial transactions in accounting software Tally ERP 9.0 for easy access and retrieval.

**External Audit:**

The audit of the A/Fund is conducted periodically by the affiliating University. The college office prepares the balance sheet indicating the amount spent under different heads during a financial year, which is signed by the Head-Clerk, Bursar, Principal and an external firm of Chartered Accountant "AMRG & Associates". The observation report is then put before the governing body for their perusal. In addition to this, grants received from the Govt. is audited by the AG (Haryana), DGHE.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

74.50

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college follows the strategies for mobilisation of funds and optimal utilisation of resourced as per the directions from affiliating university. The college accounts department prepares an annual budget in consultation with various departments of the college and the Principal. This estimate is then sent to Governing Body of the College for approval, on the basis of which all utilisation of financial resources of the funds take place. For major expenses, approval from Governing body is taken after recommendation from IQAC or Academic Committees.

Grants under various scholarship schemes, such as Post-Matric Scholarships to the SC, BC students by the Govt. have also been mobilized. Since the college is under section 2(f) and 12(B) of the UGC, General Development Assistance from UGC has also been utilized as and when the amount is released. Meritorious and Needy Students have been sensitized towards applying for various scholarships schemes of philanthropic bodies such as "Nirankari Rajmata Scholarship Scheme" and "Baba Gurbachan Singh Scholarship Scheme".

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of the college has not only initiated new strategies but also has devised its procedure for implementation and quality assurance system.

**1. Student Mentorship Programme:**

The College follows Mentor-Mentee System to address the academic challenges faced by the students and to provide them a pleasant learning environment. A mentor provides support and guidance towards curricular, co-curricular and personal concerns of their mentee in weekly meetings. A faculty member has been associated with a batch of 30-40 student and are responsible for monitoring the performance of their mentees.

**Achievements:**

- Improvement in student's attendance in classroom and academic performance.
- Improvement in student's self-esteem, moral and aptitude.
- Improvement in student's inter-personal skills and participation in co-curricular and extra-curricular activities.

**2. Research Promotion Policy:**

The college has implemented a Research Promotion Policy to encourage budding researchers and scholars among the faculty members and has formulated a criterion to incentivize the same. The objective is not only strengthening the academic and research outputs but developing the professional aptitude of a teacher.

**Achievements:**

- Faculties are coming forward to pursue research related activities
- More number of faculties are enrolled in universities for their PhD work

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**1. Upgradation of ICT facilities in the institution:**



- The college has been making sincere efforts to improve the existing IT infrastructure and facilities to support the academic needs of teachers and students.
- Smart interactive-boards have been installed with audio-visual and file sharing facility. It is connected with through LAN as well as Wi-Fi.
- The whole campus is Wi-Fi accessible.
- Digital display boards and central announcement system have been installed to disseminate important information among the students.
- Library are fully online and has a separate enclosure for staff/students to access e-resources.

## 2. Creation of e-content and use of ICT in Teaching-Learning:

With the current scenario of coronavirus pandemic, it is not only the need of the time but the opportunity all the faculties are utilizing to incorporate the blending learning in the teaching learning process. This involves creation and sharing of e-resources with enriched with animations and videos for resulting into an enriching audio-visual learning experience. Student are getting used to in the use of Social media tools such as WhatsApp, YouTube, Gmail, Google Meet, Google Classroom, etc. and the learning process are getting more and more participative and interesting. The college website also hosts recorded video lectures and PPT presentations of the faculty members as well as other important links and e-resources for the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

##### a) Safety and Security:

The college provides a safe and supportive academic, work environment to its students and employees. It has well documented policy on Grievance Redressal Mechanism which explicitly states the roles and responsibilities of various committees such as Anti-sexual harassment committee, Anti-Ragging Committee and Grievance Redressal Committee. The security services are outsourced to a professional agencies and the guards are available at the entry/ exit gates. The movement in the College is monitored and recorded through CCTVs surveillance system.

##### b) Counselling:

The college consistently strives to address issues like gender, women concerns, safety and security etc. by conducting lectures and counselling sessions from external experts. It not only helps young girl students receive life skills and enhances their self-esteem but also makes them aware, active and energetic members of the community.

##### c) Common Room:

The college has Girls Common Room in both the campuses with necessary facilities like first-aid box, chairs, tables and separate washroom with Sanitary Napkin Pad vending Machines. There are separate toilets for teaching staff. Suggestion boxes are installed in both the campus at important corners of the college where each

student can submit their grievances on any matter anonymously.

File Description	Documents
Annual gender sensitization action plan	<a href="https://nbgsmc.ac.in/wp-content/uploads/2022/03/7.1-Annual-Gender-Sensitization-Action-Plan-2020-21.pdf">https://nbgsmc.ac.in/wp-content/uploads/2022/03/7.1-Annual-Gender-Sensitization-Action-Plan-2020-21.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://nbgsmc.ac.in/women-cell/">https://nbgsmc.ac.in/women-cell/</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The College has formed a Waste Management Committee to assess and recommend measures required to efficiently segregate and manage the degradable and bio-degradable waste generated in the institution.

The waste consisting of biodegradable materials such as kitchen waste collected from staff quarters and especially from the canteens are collected in "AAGA (Kitchen waste composter)". Other than this, the college also has a vermi-compost pit to compost the substantial amount of dry leaves and garden waste. Organic farming is done on campus to make students aware about sustainable agricultural practices.

The college makes sure that the students avoid indiscriminate use of chemicals during practical classes and reduce the contamination of

the liquid waste generated from labs. The other liquid waste from washrooms, pantry, etc. were drained through sewage tanks to municipal main drain. The students have been sensitized towards the usage of single use plastics.

Besides this, all kinds of electronic waste, such as batteries, unserviceable electronic devices, etc. are given away to scrap dealers and the paper waste generated in the library, office, etc. are given to "Greenobin (Recycling Company)" who recycled the waste into useful stationary products.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>D. Any 1 of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college Red Cross cell, NSS, NCC and Women Cell has played an important role in sensitizing the students towards cultural, regional, linguistic, communal socioeconomic and other diversities. They have been involved in celebration of important days and events such as National Youth Day, National Integration Day, International Women's Day, International Yoga Day, AIDS Day, etc.

The college has a written 'code of conduct' for students, teachers, and non-teaching staff members which is being followed by everyone irrespective of their cultural, regional, linguistic, communal, socioeconomic and/or other diversities.

The women cell and SC/ST cell also sensitizes the students and staff members about gender and caste based discrimination and ensure that no official/ faculty member indulge in any kind of discrimination against any community or category of students.

In addition, there is a stated Grievance Redressal Policy under which any student/staff can register their complaints online or offline and the specified committee is bound to resolve such issues in a transparent and time-bound manner.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college has been actively involved in sensitizing the students and its employees to the constitutional obligations through various activities and administrative functions.

First, the stated code of conduct for students, teaching and non-teaching staff is the guiding book to which they are required to adhere by in letter and spirit.

The college every year celebrates Independence Day on 15th August to commemorate India's freedom from British rule and the values and sacrifices of our freedom fighters.

College NSS cell also takes part in inculcating such values through organising Poster Making Competition On Tobacco Free Campus and organising Tree Plantation and Adoption Drives.

NCC cadets has celebrated their NCC Day, by taking part in an awareness drive on 'Making India Plastic Free and Preventing Coronavirus' at Sohna Bus Terminal. There aware the passengers and local people towards the importance of social-distancing, usage of face masks and frequent washing of hands.

Similarly, the college science department every year celebrates National Science Day on the theme decided by Department of Science & Technology and commemorate the discovery of Raman Effect by Nobel Laureate and Physicist Sir C.V. Raman.

Department of Computer Application has been carrying out awareness sessions on 'Cyber-security and Prevention of Cybercrimes'.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is**

**C. Any 2 of the above**

**a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution's efforts in celebrating/ organising national and international commemorative days, events and festivals can be vividly seen in the college website, quarterly e-newsletters and college magazine. The activities carried out in the academic session 2020-21 under this criterion are as follows:

S.No.

Event

Date

1

National Youth Day

12-01-2021

2

National Science Day

02-03-2021



3

World Health Day

13-04-2021

4

Earth Day

22-04-2021

5

World Red Cross Day / Thalessimia Day

08-05-2021

6

International Yoga Day

21-06-2021

7

World Nature Conservation Day

28-07-2021

8

Independence Day

15-08-2021

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE - I

#### 1. Title of the Practice

ICT enabled Teaching-Learning system

#### 2. Objectives of the Practice

- To inculcate the competencies of the faculties in the use of ICT enabled teaching learning methods.
- To utilize the period of work from home or lockdown as an opportunity to make use of ICT tools such as video conferencing, virtual whiteboard, etc. for e-learning.

#### 3. The Context

The teaching learning process was more or less through chalk and talk method and it was slowly and gradually shifting to learning through smart classes/ interactive boards/ presentations. The challenge here was to learn the knowhow of ICT tools such as Google Meet, JamBoard, Google Classroom, etc. and to make the students used to take classes online.

#### 4. The Practice

In the meeting of the academic committee and the staff council, it was put forward by the faculty members to improve upon the current pedagogical methods and incorporate the use of ICT in teaching learning process. The principal in the staff meeting further shared with the faculty members to adopt the use of audio-visual methods in teaching such as PowerPoint presentations, videos or other such e-resources.

The initial constraints were in the usage of ICT tools, especially online video conferencing in which the mode of operation and its knowhow took time to absorb. Further, at the level of students, the internet availability at their respective locations are a matter of concern. In such a case, it was thought worthwhile to share a recorded lecture with the students and discussion on the problems in the live class or when the offline classes resume.

## 5. Evidence of Success

In this effort, the departments have also included the students in the learning process by organizing various activities such as paper presentations through PowerPoint. This has further made the teaching-learning process participative and a two-way progression.

To further strengthen this process, the college has established more number of smart classrooms, upgraded the existing ICT related infrastructure and internet connectivity at each and every corner of the institution.

Since the learning approach is now more and more student centric where he/she is in constant touch with their faculties through online WhatsApp groups, the study material is handy and available through college website and LMS. Their performance in class-tests has improved. The assignments are received on time through pdf via email and the students are enjoying this blended approach of learning.

## 6. Problems Encountered and Resources Required

Primarily, the resources were required to establish more number of smart classrooms and strengthening of the WIFI facilities which was ably met with the funds allocated by the management.

### BEST PRACTICE - 2

#### 1. Title of the Practice

Student Mentorship Program

#### 2. Objectives of the Practice

The main objective was to establish a functioning Mentor-Mentee System to address the academic challenges faced by the students and to provide them a pleasant learning environment.

To provide support and guidance towards curricular, co-curricular and personal concerns of their mentee in weekly meetings.

#### 3. The Context

The college has assigned class-incharges to different classes who have been given the responsibilities to check on student's

attendance, their performance in various subjects and keep vigil on their academic progress. However, not much opportunity is available to assess the strength and weakness of the students and guide them in the directions of their strengths and suggest measures to overcome their weakness. The students in this young age are susceptible to the excess usage of social media, short attendance in classes, and casual approach towards their career and well-being. It is therefore, a mentor can fill this gap and counsel the students to cope with their problems and create a positive environment for the students to groom and grow as a responsible citizen.

#### 4. The Practice

The mentors were advised to go through with the document prepared by UGC "Deeksharambh - Student Induction Program" and attempt to inculcate in the institution through student mentorship programme.

Mentor-Mentee system is being implemented in the context and setting of universal human values. A faculty member has been associated with a batch of 30-40 student and are responsible for monitoring the performance of their mentees.

A mentor acts as a friend, philosopher and guide to the students and help the students to overcome obstacles and boost their confidence and focus in academics, co-curricular or extra-curricular activities.

At regular intervals, the mentor gives the feedback to their respective subject faculties in which the student is weak and discuss/suggest corrective measures.

In case of any violation in student code of conduct or indiscipline the mentor informs the disciplinary committee and students' parent for further necessary actions.

#### 5. Evidence of Success

- Mentoring the students has improved the trust between a teacher and a student which thereby reflected in their sincerity and aptitude.
- There is a significant improvement in the class attendance and participation in co-curricular and extra-curricular activities.
- The self-esteem of the students has increased.
- The discipline in the college has improved with an ambience of

dignity and respect for every individual.

## 6. Problems Encountered and Resources Required

Initially, the student was hesitant to talk about their weakness and unable to identify their strengths. However, one to one sessions have been found fruitful in overcoming such situations. Creating the records of the students and maintain the files of each and every individual is a tedious task, however, with constant and continuous mentoring sessions this task was efficiently carried out by the faculty members. Few of the faculty members have also devised ways to make the record go electronic through the usage of Google Form and Google Sheets.

File Description	Documents
Best practices in the Institutional website	<a href="https://nbgsmc.ac.in/best-practices/">https://nbgsmc.ac.in/best-practices/</a>
Any other relevant information	Nil

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

N.B.G.S.M. College is a leading institution committed to academic excellence and intellectual growth of the young minds to achieve higher levels of success in their life.

It aims to produce well-versed and wholesome human beings through value-based education who are not only conversant with material skills but also with vital life skills.

Since its inception in 1975, the college has progressively moved forward in all the arenas of academic life, making it one of the leading colleges of the region. Its long term vision is to impart education to the rural based youth with affordable fee and to produce graduates with good attributes towards society and self-reliant on their own credential to suit the current job scenario.

The College helps the students in grooming their personality, enhancing their communication skills and building a positive, progressive outlook through numerous programs, activities and counselling.

Taken together, these strengths and ideals, college have contributed in plenty of measures toward the establishment of a culture in our College that is uniquely our own and that strengthens us in all that we do, and binds us together into one educative community.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- The college endeavours to practice quality audits such as by ISO 9001 and 14001 Certifications, conducting Green and Energy Audit of the Institution annually.
- To further strengthen the academic and administrative functioning more number of professional development programmes shall be organized for teaching and non-teaching staff members.
- Emphasis shall be on increasing the number of students in internships and placements and getting MoU with external agencies for capability enhancement and development initiatives such as Yoga and Meditation, Soft Skills and ICT Skills.
- To further strengthen the teaching learning process and more ICT enabled classrooms/ smart classrooms shall be established and upgradation of IT infrastructure shall be made wherever required.