

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)

Submitted by

GOVERNMENT POST GRADUATE COLLEGE FOR WOMEN
ROHTAK (HARYANA)

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राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ▶ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Govt. Post Graduate College for Women
1.2 Address Line 1	Civil Road Opp. Mini Secretariat
Address Line 2	_____
City/Town	Rohtak
State	Haryana
Pin Code	124001
Institution e-mail address	gcwrohtak@gmail.com
Contact Nos.	01262-251116
Name of the Head of the Institution:	Dr. Asha Ahlawat
Tel. No. with STD Code:	01262-251116
Mobile:	07357019014

Name of the IQAC Co-ordinator:

Mrs Poonam Malik

Mobile:

9896565500

IQAC e-mail address:

iqacgpgcwrk17@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

HRCOGN 20983

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC (SC) /15 / A & A / 33.1

1.5 Website address:

www.highereduhry.com

Web-link of the AQAR:

<http://highereduhry.com/themes/backend/uploads/65/HRCOGM20983%20AQAR%202017-18.docx>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.02	2016	5 Yrs
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

November 2011

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 05/06/2017 (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University NA State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Hons Courses – English, Hindi, Sanskrit, Economics, Maths, Physics, Psychology, B.Com. Hons

PG Courses- M.Com, M.A in Geography, Hindi, History, APGDCA, M.Sc (Comp. Sci)

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

M.D. University, Rohtak

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

Autonomy by State/Central Govt. / University

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

2. IQAC Composition and Activities

2.1 No. of Teachers	09
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	02
2.4 No. of Management representatives	NA
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	01
2.9 Total No. of members	15

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- 1. Commerce Dept. – National Seminars on “Changing Scenario of Indian Economy in 21st Century
- 2. Fine Arts Dept. – Work shop on “The Visual Image”

2.14 Significant Activities and contributions made by IQAC

Infra-structure proposals, API Scores, Seminars/ Workshop

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Seminars/ Workshops, Cultural Activities, Adherence of Lesson Plan	Done

* Attach the Academic Calendar of the year as Annexure. **Annexure 1 (Page no. 29)**

2.15 Whether the AQAR was placed in statutory body **NA** Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	05			
UG	16			
PG Diploma	01			01
Advanced Diploma				
Diploma				
Certificate	01			
Others				
Total	23			

Interdisciplinary	05			
Innovative				

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

(ii) Pattern of programmes:

Pattern	CBCS (Post graduate courses)	Number of programmes
Semester	✓	16 UG + 05 PG + 1 APGDCA
Trimester	NA	
Annual	01	Certificate course in Computers

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NO

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total (Regular)	Asst. Professors	Associate Professors	Professors	Others
72	37	35	—	—

2.2 No. of permanent faculty with Ph.D.

25

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
								72	63
Recruitment done by Govt.									

Guest

Extension

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

--

116

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	15+48=63	68+73=141	3+3=06
Presented papers	18+48=66	74+73=147	—
Resource Persons	4+1=05		02+1=03

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

— ----

2.7 Total No. of actual teaching days

during this academic year

180

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

NA

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

02

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise

distribution of pass percentage :

Annexure - 2 (Page no. 30-39)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

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

Transparency in Admission Process - done strictly on merit basis. IQAC being part of college is in constant touch with Faculty and Students. Completion of syllabi ensured and useful inputs are given from time to time.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	01
HRD programmes	03
Orientation programmes	02
Faculty exchange programme	–
Staff training conducted by the university	–
Staff training conducted by other institutions	09
Summer / Winter schools, Workshops, etc.	18
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	28	01	27
Technical Staff	12	30	-	15

Criterion – III

3. Research, Consultancy and Extension

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

The Staff is encouraged to participate in seminars/workshops. Lecture are organised from time to time to keep the students updated.

3.2 Details regarding major projects **NA**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects **NA**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	24+1=25	02	—
Non-Peer Review Journals			
e-Journals			
Conference proceedings	02	02	

3.5 Details on Impact factor of publications: **Impact factor: Above 3.5**

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

NA

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
ISSN No. 978-93-83861-10-1

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from **NA**
 UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges
 Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

Placement Cell,
 Women Cell, Earn
 While You Learn,
 NSS, Sports ME &
 OE

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		02			
Sponsoring agencies		DGHE Haryana			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations **NA** International National Any other

3.14 No. of linkages created during this year **NA**

3.15 Total budget for research for current year in lakhs : **NA**
 From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year **NA**

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
01	--	--	--	✓	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

--

--

3.19 No. of Ph.D. awarded by faculty from the Institution NA

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	03	NSS	03	Any other
				Women Cell 04

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

- Waste minimization and Management Activities by EVS Dept.
- Tree Plantation done by EVS Dept and NSS.
- First Aid Training to 200 NSS participants
- Cleanliness Awareness under Swach Bharat Abhiyan.
- Rally for national unity by NCC & NSS.
- Blood donation camp under Beti Bachao -Beti Padhao.
- Voting-day celebrated.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	19.18 Acres			
Class rooms	69			
Laboratories	30			
Seminar Halls	01			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		2 Lac	Lab up-gradation Fund	
Others				

4.2 Computerization of administration and library

Done

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	570027	1 Crore (approx)	592	168690/-	57594	1 Crore
Reference Books	22038		150		22193	+ 168690/-
e-Books	---		--		--	
Journals	01		--		10	
e-Journals	--		--		--	
Digital Database	Yes		--		--	
CD & Video	Yes					
Others (specify) Almirah			03	75000/-		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	150	04	10	--	--	--	--	--
Added	26	None	None	--	--	--	--	--
Total	176	04	10	--	--	--	--	--

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- i. College Campus made Wi-Fi through Jio
- ii. Lease line connection in Principal office
- iii. Copper cable replaced by Optical cable
- iv. Bandwidth increased

4.6 Amount spent on maintenance in lakhs : **Being a govt. institution all the expenditure is met by the government via BSNL.**

i) ICT	<input style="width: 100%; height: 20px;" type="text"/>
ii) Campus Infrastructure and facilities	<input style="width: 100%; height: 20px;" type="text"/>
iii) Equipments	<input style="width: 100%; height: 20px;" type="text"/>
iv) Others	<input style="width: 100%; height: 20px;" type="text"/>
Total :	<input style="width: 100%; height: 20px;" type="text"/>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Alumni Associations, Anti ragging cell, EWYL, Competitive books in library , Sports and cultural activities, College Magazine, Educational tours

5.2 Efforts made by the institution for tracking the progression

Efforts are made on personal level to track the progress of students though there is no system available for the same.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
6064	344	--	--

(b) No. of students outside the state

20

(c) No. of international students

02

Men	No	%	Women	No	%
	--	NA		All	100

Last Year					This Year				
General	SC/ ST	OBC	Physically Challenged	Total	General	SC/ST	OBC	Physically Challenged	Total
3258	1098	1752	05	6113	3980	1117	1306	05	6408

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Two training programmes organised by Placement Cell.
Books for competitive exams available in Library. Mentor- Mentee interaction.

204 + all final year students

No. of students beneficiaries

5.5 No. of students qualified in these examinations **No such system available**

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input text"="" type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>
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5.6 Details of student counselling and career guidance

Placement Cell organises extensive Training Programmes

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	112	28	

NRS, SGT University

5.8 Details of gender sensitization programmes

Nukkad Natak by NSS & Women Cell Stress Management Workshops for two days. Rally by NSS on " Beti Bachao beti Padhao & against Rape cases.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

Revised Guidelines of IQAC and submission of AQAR

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1684	17490285
Financial support from government	01	9000
Financial support from other sources	1684	17499285
Number of students who received International/ National recognitions	2 schemes Students benefitted-183	

5.11 Student organised / initiatives **College level Exhibition in Sciences, Psychology & Geography**

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- I. Teachers' day celebration
- II. Blood donation (30 students)
- III. Plantation
- IV. Collection for a girl student who met a serious accident

5.13 Major grievances of students (if any) redressed: Related to forms, DMC's & fees

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision- The mission of the institution is to provide value based educational environment for the total development of women and nation as a whole. Teaching them the value of love, service and dignity of labour signifying the insignia of the college "Know Thyself"

Mission- To groom, enlighten and empower the students to make them responsible citizens and to develop in them skills for adaptive and positive behaviour.

6.2 Does the Institution has a management Information System

NA

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Syllabus prescribed by university (MDU, Rohtak)

6.3.2 Teaching and Learning

Personal initiative by teachers . Mentorship groups, tutorial groups where students share their problems.

6.3.3 Examination and Evaluation

Time to time paper-presentation, assignment and tests are given to students so that they improve their skills. Group discussions are also held. Assessment is given to the students on the basis of their performance in the class room.

6.3.4 Research and Development

Staff is motivated to undertake research work

6.3.5 Library, ICT and physical infrastructure / instrumentation

Provide books to poor students related to their syllabus. Reading hall for students. Provide infrastructure, according to new technology. Smart class-rooms, excellent facilities for indoor and outdoor games.

6.3.6 Human Resource Management

Different duties assignment to faculty members according to their aptitude with enough freedom so that every member contributes to the maximum.

6.3.7 Faculty and Staff recruitment

Done by the Government

6.3.8 Industry Interaction / Collaboration

Placement Cell organised placement fair and different industries/companies invited for recruitment. Pre- placement training provided to students to enable them for proper placement.

6.3.9 Admission of Students

On Line Admissions is purely based on Merit basis.

6.4 Welfare schemes for

Teaching	Easy loans & LTC
Non teaching	Easy loans & LTC
Students	Scholarship

6.5 Total corpus fund generated

NA

6.6 Whether annual financial audit has been done Yes No

Upto March 2017.

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dept of Higher Education	Yes	Result committee prepares the result
Administrative	Principal writes the ACR			

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A

6.11 Activities and support from the Alumni Association

Alumni-Meet was held on 7th April, 2018. Feed-back Performa filled by the members.

6.12 Activities and support from the Parent – Teacher Association

Regular interaction results in better attendance and better relations between the Teachers & students

6.13 Development programmes for support staff

As per government norms

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

1. Tree Plantation
2. Awareness drives for cleanliness for students
3. Consent granted by the Higher Education Dept during the year for Solar Energy Plant (GCRT) Grid connected Roof Top.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Principal office connected with Lease line for video conference.
2. Internet Lease line of BSNL converted from copper cable to optical fibre cable. Internet Band width increased to 4 MBPS from 2 MBPS.
3. College – campus made wifi.

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

Seminars & workshops organised

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

1. Guests of Honour are given plants as gifts.
2. Fee of poor students is given by staff – members.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- | |
|---|
| <ol style="list-style-type: none">1. Tree plantation done regularly.2. Cleanliness Drives regularly. |
|---|

7.5 Whether environmental audit was conducted? Yes No

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

- | |
|--|
| <ol style="list-style-type: none">1. E.mail id of all final year students was generated under Placement Cell2. A women PCR is present at the college gate to prevent eve teasing. |
|--|

8. Plans of institution for next year

- | |
|--|
| <ol style="list-style-type: none">1. Encourage Faculty to undertake Research work, attend seminars/ workshops and publish articles /Books.2. Incorporate useful suggestions given by the Faculty. |
|--|

Name MRS. POONAM MALIK

Name DR. ASHA AHLAWAT

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



MAHARSHI DAYANAND UNIVERSITY ROHTAK

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

NOTIFICATION

It is notified for information of all concerned that the Vice-Chancellor has been pleased to approve the Schedule of Terms and Vacations to be observed by the University Teaching Departments, University Institute of Law and Management Studies, Gurgaon and Colleges affiliated to M.D. University, Rohtak running UG & PG and other Professional Courses (Semester System) (except B.Ed, M.Ed., B.Tech, B.Arch. M.Arch. and M.Tech Courses) during the session 2017-18 as under:-

FOR UNDER-GRADUATE COURSES

EVENT	DURATION
Admissions	01.07.2017 to 14.07.2017
1 st Teaching (Odd Semester)	15.07.2017 to 14.10.2017
Vacation-1	15.10.2017 to 22.10.2017
2 nd Teaching(Odd Semester)	23.10.2017 to 13.11.2017
Examinations	14.11.2017 onwards
Winter Vacation	18.12.2017 to 31.12.2017
1 st Teaching (Even Semester)	01.01.2018 to 27.02.2018
Vacation-II	28.02.2018 to 04.03.2018
2 nd Teaching Term(Even Semester)	05.03.2018 to 28.04.2018
Examinations(except 6 th Semester)	30.04.2018 onwards
Examinations 6 th Semester	20.04.2018 onwards
Practical Examinations	Before/ After theory Examinations
Summer Vacation(2017-18)	19.05.2018 to 01.07.2018
Summer vacations (2016-17)	18.05.2017 to 30.06.2017(already notified)

FOR POST-GRADUATE COURSES

EVENT	DURATION
Admissions	01.07.2017 to 19.07.2017
1 st Teaching (Odd Semester)	20.07.2017 to 14.10.2017
Vacation-1	15.10.2017 to 22.10.2017
2 nd Teaching(Odd Semester)	23.10.2017 to 17.11.2017
Examinations	18.11.2017 onwards
Winter Vacation	18.12.2017 to 31.12.2017
1 st Teaching (Even Semester)	01.01.2018 to 27.02.2018
Vacation-II	28.02.2018 to 04.03.2018
2 nd Teaching Term(Even Semester)	05.03.2018 to 28.04.2018
Examinations	30.04.2018 onwards
Practical Examinations	After theory Examinations
Summer Vacation(2017-18)	19.05.2018 to 01.07.2018
Summer vacations (2016-17)	18.05.2017 to 30.06.2017(already notified)

Contd.....

Annexure 2 (PAGE 1 OF 10)

Class/ Semester	Total no. of students	Appeared	Pass Students	College %	University %	% difference	Ist Division	II Division
BA 1st Sem	767	743	415	55.85	22.71	+ 33.14	326	89
BA 2nd Sem	773	736	308	41.84	22.21	+ 19.63	242	66
BA 3rd Sem	514	492	171	34.7	22.5	+ 12.2	245	65
BA 4th Sem	529	499	309	61.92	30.18	+ 31.74	131	37
BA 5th Sem	506	481	165	34.3	29.74	+ 4.56	129	33
BA 6th Sem	506	480	263	54.79	54.53	+ 0.26	220	27

Annexure 2 (PAGE 2 OF 10)

4.

From: Gazette

Overall Result Commerce Classes Session 2016-17												
No.	Class	Semester	Total Students	Absent	RLA/EEC	Result Declared	Pass	College %	1ST Division	2nd Division	University %	Difference
	B. Com. Pass	1	379	22	nil	357	148	41.46	104	44	23.13	+18.33
	B. Com. Pass	2	375	19	7	349	107	30.66	91	16	30.59	+19.72
	B. Com. Pass	3	338	6	1	331	188	56.80	161	26	35.14	+21.66
	B. Com. Pass	4	338	8	2	328	223	67.99	178	43	40.75	+27.24
	B. Com. Pass	5	259	2	nil	257	141	54.86	108	33	35.14	+19.72
	B. Com. Pass	6	259	3	1	255	131	51.37	100	31		
1	B. Com Voc.	5	21	1	nil	20	9	45.00	8	1	35.42	+9.58
2	B. Com Voc.	6	21	1	nil	20	11	55.00	8	3		
3	B.Com Hons.	1	64	3	nil	61	55	90.16	53	2	62.85	+27.31
4	B.Com Hons.	2	62	2	1	59	54	91.53	51	3	54.91	+36.62
5	B.Com Hons.	3	41	nil	nil	41	35	85.37	35	Nil	62.86	+22.51
6	B.Com Hons.	4	42	1	nil	41	40	97.56	38	2	69.01	+28.55
7	B.Com Hons.	5	40	1	nil	39	33	84.62	33	Nil	68.52	+16.10
8	B.Com Hons.	6	39	1	nil	38	35	92.11	34	1		
9	BBA	1	53	nil	1	52	25	48.08	22	3		
0	BBA	2	52	1	nil	51	43	84.31	36	7		
1	BBA	3	29	1	nil	28	24	85.71	21	3		
2	BBA	4	27	1	nil	26	22	84.62	19	3		
3	BBA	5	24	nil	nil	24	21	87.50	20	1		
4	BBA	6	23	nil	nil	23	19	82.61	18	1		

[Signature]
Member, ACR Committee

English Honors General Result 2016-17 12

Semester Paper Code Name	Total	Absent	Appeared	Re- Appear	Pass	College Pass Percentage	University Pass Percentage	University Difference	I st Division	II nd Division
I st	71	07	64	22	42	65.62%			31	11
II nd	70	07	63	16	47	74.60%	35.42%	+38.98	37	06
III rd	59	01 DID	53	06	47	88.67%	48.11%	+44.56	34	11
IV th	54	02 ^{1AB} 1 ^{2DID}	52	0	52	100%	50.17%	+49.83	36	16
V th	54	0	54	15	39	72.22%	56.02%	+16.2	27	11
VI th	52	01	51	17	34	66.66%	45.19%	+21.47	09	23

CS/12

Hindi Hon's

GENERAL RESULT 2016-17

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Semester Paper Code Name	Total	Absent	Appeared	Re + Appear	Pass	College Pass. Percentage	University Pass Percentage	Difference	I st Division	II nd Division
I st Sem.	59	0	59	27	32	54.23%			30	01
II nd Sem	59	03	56	37	19	33.92%	5.06%	+28.86	14	05
III rd Sem	39	0	39	17	22	56.41%	54.81%	+1.6	15	07
IV th Sem	39	02 bmc 146	37	30	07	18.91%	16.35%	+2.56	02	05
V th Sem	25	05	20	11	09	45%	40%	+5	06	03
VI th Sem	24	05 DND	19	10	09	47.36%	53.62%	-6.26	07	02

CSM

Semester Paper Code Name	Total	Absent	Appeared	Re-Appeared	Pass	College Pass Percentage	University Pass Percentage	Difference	Ist Division	II nd Division
I st Sem	21	01	20	12	08	40%			06	02
II nd Sem	24	02	19	12	07	36.84%	33.33%	+3.54	06	01
III rd Sem	06	0	06	01	05	83.33%			05	-
IV th sem	06	00	06	01	05	83.33%	83.33%	-	05	-

General Result 2016-17 14

1/4/18

Psychology Honors General Result 2016-17 15.

Semester Paper Code Name,	Total	Absent	Appeared	Re- Appea	Pass	College Pass percentage	University Pass Percentage	Difference	I st Division	II nd DIVISION
I st Sem	57	06	51	20	31	60.78%			31	-
II nd Sem	56	03	53	19	36	64.15%	37.64%	+26.51	34	-
III rd Sem	26	0	26	08	18	69.23%	35.46%	+30.77	18	-
IV th Sem	26	0	26	08	18	69.23%	41.03%	+28.2	18	-
V th Sem	29	03	26	25	01	3.84%	6.00%	-2.16	01	-
VI th Sem	29	05	24	-	24	100%	70%	+30%	23	01

Silham

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Economics Honors General Result 2016-17

Semester Paper Code Name	Total	Absent	Appeared	Re - Appear	Pass	College Pass Percentage	University Pass Percentage	Difference	I st Division	II nd Division
I st	51	04	47	28	19	40.42%			12	07
II nd	51	05	46	12	34	73.91%	33.14%	+40.77	30	04
III rd	28	01	27	09	18	66.66%	35.58%	+31.08	09	09
IV th	27	0	27	03	24	88.88%	49.81%	+39.07	18	06
V th	22	0	22	10	12	54.54%	26.78%	+27.76	12	-
VI th	22	0	22	06	16	72.72%	60.66%	+12.06	16	-

Maths. Hon's General Result 2016-17 17

Semester Paper Code, Name	Total	Absent	Appeared	Ke - Appear	Pass	College Pass Percentage	University Pass Percentage	Difference	I st Division	II nd Division
I st Sem	81	01	80	23	57	71.25%			54	03
II nd Sem	81	01	80	40	40	50%	40%	+10%	40	-
III rd Sem	43	0	43	11	32	74.41%	47.60%	+26.81	32	-
IV th Sem	43	01	42	07	35	83.33%	66.82%	+16.51	35	-
V th Sem	77	0	77	14	63	81.81%	71.43%	+10.38	63	-
VI th Sem	77	0	77	29	48	62.33%	52.07%	+10.26	48	-

10/10/17

Annexure 2 (PAGE 9 OF 10)

UNIVERSITY
2016-17

Sem	Total No. of Students	Absent	Appeared	Pass	College Pass %	University Pass %	Difference	Division	
								I	II
B.Sc.									
I	525	Ab-44 51 NE-03 RLA-I EEC-01	474	325	68.57	33.30	+ 35.27	306	18
II	523	56 UMC=01	466	299	64.16	28.90	+ 35.26	283	16
III	440	Ab-10 RLA-01 RLD-01	428	393	91.82	60.55	+ 31.27	369	22
IV	447	13	434	372	85.71	47.54	+ 38.17	369	03
V	407	04	403	320	79.40	51.01	+ 28.39	291	29
VI	420	09	411	387	94.16	63.13	+ 31.03	385	02
CA									
I	103	08	95	14	14.74			14	-
II	103	10	93	15	16.13	14.60	+ 1.53	13	02
III	81	04 RL-Fee-01	76	22	28.95			22	-
IV	80	03	77	14	18.18	29.33	- 11.15	14	-
V	69	00	69	51	73.91			50	01
VI	69	00	69	53	76.81	48.86	+ 27.95	48	05

Annexure 2 (PAGE 10 OF 10)

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Result 2016-2017										Division		
Class/ semester	Total no. of students	Appeared	Diff	Pass students	College %	University %	% difference	UMC		I	II	III
M.A. (History) 1 st Sem.	52	49	Ab-3	10	20.4	23.70						
M. A (History) 2 nd Sem.	51	46	Ab-5	22	47.82	45.29	3.3	0		2	8	
M. A (Hindi) 1 st Sem.	29	28	Ab-1	16	57.14	67.69	10.55	0		7	15	
M. A (Hindi) 2 nd Sem.	29	25	Ab-4	13	52	62.66	10.66	0		9	7	
M. Sc. (Comp. Sc.) 1 st Sem.	58	56	Ab-2	47	81.03					9	4	
M. Sc. (Comp. Sc.) 2 nd Sem.	57	54	Ab-3	45	83.33					4	5	2
M. Sc. (Comp. Sc.) 3 rd Sem.	56	56	-	48 (EEC=1)	85.70					4	3	2
M. Sc. (Comp. Sc.) 4 th Sem.	56	56	-	50	88.28					4	5	3
PGDCA 1 st Sem.	30	28	Ab-2	17	60.71	46.03	14.68	-		5	0	-
PGDCA 2 nd Sem.	27	24	Ab-3	04	16.66	11.32	5.34	-		8	9	
M.Com 1 st Sem.	63	61	Ab-2	35	88.70	71.29	17.41	0		4		
M. Com 2 nd Sem.	63	61	Ab-2	55	62.29	41.57	20.72	0		3	7	
M. A (Geography) 1 st Sem.	20	18	Ab-2	11	61.1	25.57	35.53	0		5	5	
M. A (Geography) 2 nd Sem.	20	18	Ab-2	10	55.5	33.49	22.06	0		8	3	
B.Sc												
B.Sc Physics Hon's 1 st sem.	74	69		47	68.11							
B.Sc Physics Hon's 2 nd sem.	74	66	Ab-7	38	57.57	35.29						
B.Sc Physics Hon's 3 rd sem.	62	62	-	31	50	54.17	35.29	1		3	8	
B.Sc Physics Hon's 4 th sem.	63	63	-	49	77.78	59.42	18.36	-		2	7	4
B.Sc Physics Hon's 5 th sem.	58	58	-	45	7.78	59.42	51.64	-		4	9	
B.Sc Physics Hon's 6 th sem.	58	58	-	50	86.2	71.05	15.15	-		3	6	9
B.Sc Home science 1 st sem.	56	34	NE-1	15	56.36	34.92	21.44	-		4	5	5
B.Sc Home science 2 nd sem.	82	70	Ab-2	04	37.80	47.00	9.2	1		0	9	-
B.Sc Home science 3 rd sem.	52	30	-	48	92.30	86.05	6.25	-		2	7	-
B.Sc Home science 4 th sem.	30	30	-	25	83.33	72.73	10.6	-		2	5	-
B.Sc Home science 5 th sem.	27	24	-	26	96.29	88.79	7.5	-		2	5	-
B.Sc Home science 6 th sem.	24	24	-	24	83.33	90.65	7.32	-		2	1	-

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
