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 COLLGE FOR WOMEN ROHTAK (HARYANA)

2016-17

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*

Contents

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Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC

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Internal Quality Assurance Cell (IQAC)
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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

1. Details of the Institution

1.1 Name of the Institution	Govt. Post Graduate College for Women	Change of name intimated to NAAC (Dr. K. Rama) Vide memo no.4780 Dated 03-04-2017

1.2 Address Line 1

Civil Road opposite 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. Laxmi Beniwal Dalal

Tel. No. with STD Code:

01262-251116

Mobile:

9541295098, 9416324108

Name of the IQAC Co-ordinator:

Mrs Suneela Hooda

Mobile:

9896047985

IQAC e-mail address:

iqacgpgcwrtk17@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/GovtCollege.aspx?data=65

(Download Section - AQAR2016-17.doc)

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

November 2011

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

2016-17

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

i. AQAR __ **05/06/2017**_____ _____(DD/MM/YYYY)4
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)

☐ **UG Hons Courses** – English, Hindi, Sanskrit, Economics, Maths, Physics, B.Com.   **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

University with Potential for Excellence	NA 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 (*Specify*)	College of Excellence
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers   08

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   14

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.   __   Faculty   03

     Non-Teaching Staff Students   01   Alumni   01   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. | 02 | International | _ | National | ✓ | State | _ | Institution Level | -- |

(ii) Themes

> **1. Geography Dept. - Sustainable Development in Agriculture and Env. Emerging Trends and Challenges**
>
> **2. Fine Arts Dept. – Work shop on Painting**

2.14 Significant Activities and contributions made by IQAC

> **Proposals regarding development in infrastructure, API Score Approved, Suggestions for Conferences and Seminars**

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
New courses , Seminars / Workshops, Infrastructure	Done

Attach the Academic Calendar of the year as Annexure. **Annexure Attached -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

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01	04		
UG	16			
PG Diploma	01			01
Advanced Diploma				
Diploma				
Certificate	01			01
Others				
Total	19	04		02

Interdisciplinary	01			
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
Trimester	NA	
Annual	01	Certificate course in Computers

1.3 Feedback from stakeholders*   Alumni [   ]   Parents [   ]   Employers [   ]   Students [   ]
    (On all aspects)   ***Not Done***

       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.

> BA V, VI Sem- English – More Student friendly

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
58	21	37	—	

2.2 No. of permanent faculty with Ph.D.

21

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

Asst. Professors		Associate Professors		Professors		Others		Total	
									77
Recruitment done by Govt.									

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest | Extension
02	136	—

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	34	02
Presented papers	01	34	_
Resource Persons	02	05	_

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

Smart class rooms, Power Point Presentations, Educational Tours

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

03- Members of Board of Studies

     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 Attached - 2 (Page no. 30-32)**

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 - strictly on merit. IQAC being part of college is in constant touch with Faculty and Students, Useful inputs and suggestions are exchanged and incorporated to achieve academic excellence.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	01
HRD programmes	03
Orientation programmes	03
Faculty exchange programme	_
Staff training conducted by the university	_
Staff training conducted by other institutions	_
Summer / Winter schools, Workshops, etc.	15
Others	02

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	19	58	19	43
Technical Staff	55	80	55	80

Criterion – III

3. Research, Consultancy and Extension

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

> In co-ordination with various committees in the college it encourages staff and students to participate in Seminars / Workshops / Lectures by experts in different streams organised from time to time. For overall awareness of students concerning latest development in various fields, updated library and net connectivity is made available, Labs are 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	04	32	__
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [6.225]

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 *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   `09`   Chapters in Edited Books   `–`

ii) Without ISBN No.   `01`

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   `NA`

3.11 No. of conferences

organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons   `02`

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   **NA**

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
     who are Ph. D. Guides   **NA**
   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 | 200 | State level |
National level | | International level |

3.22 No. of students participated in NCC events:

University level | 128 | State level | 06
National level | 05 | International level | --

3.23 No. of Awards won in NSS:

University level | 06 | State level | --
National level | -- | International level | --

3.24 No. of Awards won in NCC:

University level | 11 | State level | 01
National level | 02 | International level | ---

3.25 No. of Extension activities organized

University forum [   ]   College forum [04]

NCC [06]   NSS [05]   Any other

Women Cell 03

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

- Plantation done by students as part of their environment curriculum on World Environment Day, Independence Day & Teachers Day. NCC Students participated in Cashless Transaction Drive, each student given responsibility to teach 10 people in turn.

- First Aid & Nursing Training was organised , Dental check up done, Rally taken out to promote Beti Bachao Beti Padhao.

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)				
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	41942	App. More than 1 crore	158	2,00,000	42100	
Reference Books	22038		05		22043	
e-Books	---		--		--	
Journals	10		--		10	
e-Journals	--		--		--	
Digital Database	--		--		--	
CD & Video	--					
Others (specify)	--					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	100	04	10					
Added	----	---						
Total	100	04	10					

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

Training on Cashless Transactions

4.6 Amount spent on maintenance in lakhs : **Being a Govt. Institution the expenditure is met by the Govt.**

i) ICT

ii) Campus Infrastructure and facilities

Office Furniture – Almiras for Library and Office- 3,75 Lakhs

iii) Equipments

About 2 Lakhs

iv) Others

2 Lakhs - Books

Total :

7,75000/- (App)

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> College Magazine, Sports & cultural, Competitive Books in Library, Training Programme by Placement Cell, Educational Tours, Bus Passes, Anti Ragging Cell, Alumni Association.

5.2 Efforts made by the institution for tracking the progression

> No such system available, still personal efforts are made to track the progress of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5819	294	--	--

(b) No. of students outside the state

25

(c) No. of international students

02

Men	No	%		Women	No	%
	--	NA				100

	Last Year					This Year				
General	SC/ ST	OBC	Physically Challenged	Total	General	SC/ST	OBC	Physically Challenged	Total
3532	999	1109	05	5645	3258	1098	1752	05	6113

Demand ratio   Dropout %

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

> Training Programmes under Placement Cell.
>
> Books for competitive exams available in Library.

No. of students beneficiaries

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

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

Placement Cell organises extensive Training Programmes

No. of students benefitted   211

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	179	25	01 (Army)

5.8 Details of gender sensitization programmes

Nukkad Natak by NSS, Stress Management Workshops by Women Cell, Poetry Recitation & Rally taken out on Women Empowerment, Faculty & Students participated in Workshops on gender sensitization

5.9 Students Activities

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

State/ University level 30   National level 19   International level 01

No. of students participated in cultural events

State/ University level 80   National level 01   International level --

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

Sports : State/ University level 05   National level 03   International level ---

Cultural: State/ University level 05   National level ---   International level ---

5.10 Scholarships and Financial Support

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

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   [03]   Plantation, Cashless Transaction, Rally – Beti Bacho Beti Padhao

5.13 Major grievances of students (if any) redressed: **All discrepancies related to Roll nos, DMCS, Refund of fees etc redressed.**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision- Inclusive development of students, capacitating them for the demands of challenging future and for a meaningful life through value-based education.
Mission- To groom, enlighten and empower the students to make them responsible citizens and to develop 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 Tutorial groups - where students share their problems.

6.3.3 Examination and Evaluation

As per university rules
Class tests
Assignments

6.3.4 Research and Development

Staff is motivated to undertake Research work

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Automated Library
2. Well equipped Comp. Labs
3. Smart Class Rooms
4. Excellent facilities for Indore & outdoor games

6.3.6 Human Resource Management

Different duties assignment to Faculty members as per their aptitude with enough freedom so that every member contributes to the maximum.

6.3.7 Faculty and Staff recruitment

Done by Government

6.3.8 Industry Interaction / Collaboration

Placement Cell organises Fair and different Companies and Industries invited for recruitment. Pre- placement training provided to students to placement of students.

6.3.9 Admission of Students

On Line Admissions, strictly on Merit Basis

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

NA

6.6 Whether annual financial audit has been done   Yes ☐   No ✓   (govt. controlled)

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			**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?

NA

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

NA

6.11 Activities and support from the Alumni Association

The college is trying to find a mechanism by way of which Alumni can support the institution and students

6.12 Activities and support from the Parent – Teacher Association

> Regular interaction results in better attendance and better relations between the Teachers and the 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

> Proposed Solar Energy Plant
> Tree – Plantation
> Awareness Drives for Students cleanliness drives.

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.

> New P.G courses started – M.A in Hindi, Geography, History & M.Com.
> One – day camp on Cashless transactions
> First –Aid & Nursing Training for students, Health Check up, Film on HIV Aids shown, 2 Day workshop by Women Cell Fogging.

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

> New courses
>
> Seminars & Workshops

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

> All guests of honour are given plants as gifts.
>
> Fee of poor students paid by staff – members.

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

7.4 Contribution to environmental awareness / protection

> Tree plantation done regularly
>
> Cleanliness Drives

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
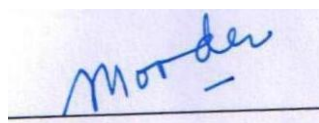
> Extra efforts are made to help students from rural background to cope up with the new environment.
>
> A Women – PCR is always present at the Main-gate to prevent eve-teasing

8. **Plans of institution for next year**
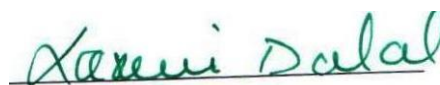
> 1. Work towards designing policies and plans for welfare and overall development of students.
> 2. Encourage Faculty to undertake Research Activities for Book Publication, Attending Workshops/ Seminars.
> 3. Incorporate various suggestions received from Faculty towards more efficient functioning.

Name ___MRS SUNEELA HOODA___   *Name _ DR. LAXMI BENIWAL DALAL__*

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 2016-17 as under:-

FOR UNDER –GRADUATE COURSES (ODD SEMESTER)

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

EVEN SEMESTER

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

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

FOR POST-GRADUATE COURSES (ODD SEMESTER)

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

EVEN SEMESTER

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

The Academic Session 2017-18 will start from 01.07.2017

1. If the number of teaching days falls less than 180 days (90 days in each Semester) in the Academic Session 2016-17 due to some unforeseen reasons, it would be the responsibility of each Department/Institute/College to make good the loss by arranging extra classes.

4. **Award of Degrees:** Degrees shall be awarded within 180 days from the date of notification of result.

5. In case result of the Even Semesters are not declared in time, provisional admissions in case of ongoing Semesters will be made and classes will commence w.e.f. 16th July, 2017 for U.G and 22nd July, 2017 for P.G. Courses.

REGISTRAR

रजिस्ट्रार

श्रीमती आशा मलिक, प्राध्यापिका जीव विज्ञान, रजिस्ट्रार के पद पर सुशोभित है। श्री अमित कुमार एल.ए. एवं श्री विक्रम के सहयोग से इस कर्तव्य को पूर्ण निष्ठा व लगन से निभा रही है।

वार्षिक परीक्षा परिणाम वर्ष 2015-2016
स्नातक कला संकाय प्रथम / द्वितीय / तृतीय वर्ष

कक्षा	परीक्षार्थियों की कुलसंख्या	परिणा प्राप्त विद्यार्थियों की संख्या	उत्तीर्ण विद्यार्थियों की संख्या	महाविद्यालय उत्तीर्ण %	वि.वि. उत्तीर्ण %	अधिक या कम
बी.ए.प्रथम वर्ष (प्रथम सेमेस्टर)	592	555	123	22.16	19.74	+2.42
बी.ए. द्वितीय सेमेस्टर	592	529	220	41.58	19.44	+22.14
बी.ए. द्वितीय वर्ष (तृतीय सेमेस्टर)	529	501	250	49.90	21.90	+28.00
बी.ए. चतुर्थ सेमेस्टर	527	498	203	40.76	20.43	+20.33
बी.ए. तृतीय वर्ष (पांचवा सेमेस्टर)	602	577	358	62.04	51.47	+10.57
बी.ए. छठां सेमेस्टर	602	564	365	64.71	......	......

वार्षिक परीक्षा परिणाम वर्ष 2015-2016
कला संकाय आनर्स / अंग्रेजी / हिन्दी / अर्थशास्त्र / संस्कृत आनर्स / मनोविज्ञान आनर्स

कक्षा/सेमेस्टर	परीक्षार्थियों की कुलसंख्या	परिणा प्राप्त विद्यार्थियों की संख्या	उत्तीर्ण विद्यार्थियों की संख्या	महाविद्यालय उत्तीर्ण %	वि.वि. उत्तीर्ण %	अधिक या कम
बी.ए. प्रथम सेमेस्टर (अंग्रेजी आनर्स)	62	60	25	41.66	29.95	+11.7
बी.ए. द्वितीय सेमेस्टर	61	39	34	87.18	31.61	+55.57
बी.ए. तृतीय सेमेस्टर	56	53	37	69.81	32.95	+36.86
बी.ए. चतुर्थ सेमेस्टर	56	51	38	74.51	45.08	+29.43
बी.ए. पाँचवा सेमेस्टर	51	39	39	76.47	57.25	+19.22
बी.ए. छठा सेमेस्टर	51	51	48	94.12	.....	.....
बी.ए. प्रथम सेमेस्टर (हिन्दी आनर्स)	39	37	04	10.81	6.78	+4.03
बी.ए. द्वितीय सेमेस्टर	39	37	12	32.43	26.72	+5.71
बी.ए. तृतीय सेमेस्टर	26	25	04	16.00	14.29	+1.71
बी.ए. चतुर्थ सेमेस्टर	26	25	05	20.00	11.69	+8.31
बी.ए. पाँचवा सेमेस्टर	23	23	13	56.52	46.39	+10.13
बी.ए. छठा सेमेस्टर	23	23	23	100.00	.....	.....
बी.ए. प्रथम सेमेस्टर (संस्कृत आनर्स)	07	06	03	50.00	28.57	+21.43
बी.ए. द्वितीय सेमेस्टर	07	06	01	16.66	14.29	+2.37
बी.ए. पाँचवा सेमेस्टर	06	05	03	60.00	.....	.....
बी.ए. छठा सेमेस्टर	06	06	05	83.33	.....	.....

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बी.ए. प्रथम सेमेस्टर (अर्थशास्त्र आनर्स)	31	30	12	40.00	25.88	+14.12
बी.ए. द्वितीय सेमेस्टर	31	28	07	25.00	23.08	+1.92
बी.ए. तृतीय सेमेस्टर	26	26	13	50.00	35.15	+14.85
बी.ए. चतुर्थ सेमेस्टर	26	24	13	54.16	34.16	+20.00
बी.ए. प्रथम सेमेस्टर (मनोविज्ञान आनर्स)	28	27	17	62.96	25.53	+37.43
बी.ए. द्वितीय सेमेस्टर	28	26	19	73.07	30.69	+42.38
बी.ए. तृतीय सेमेस्टर	30	29	17	58.62	37.04	+21.58
बी.ए. चतुर्थ सेमेस्टर	30	30	18	60.00	33.33	+26.67
बी.ए. पाँचवा सेमेस्टर	30	30	23	69.70	69.70	
बी.ए. छठा सेमेस्टर	33	32	29	90.62	90.62	

वार्षिक परीक्षा परिणाम वर्ष 2015–2016
विज्ञान संकाय / स्नातक / आनर्स / बी.एस.सी. गृह विज्ञान / एम.एस.सी. कम्प्यूटर सांईस PGDCA

कक्षा/सेमेस्टर	परीक्षार्थियों की कुलसंख्या	परिणा प्राप्त विद्यार्थियों की संख्या	उत्तीर्ण विद्यार्थियों की संख्या	महाविद्यालय उत्तीर्ण %	वि.वि. उत्तीर्ण %	अधिक या कम
बी.एस.सी. प्रथम सेमेस्टर	495	430	337	78.37	34.83	+43.54
बी.एस.सी. द्वितीय सेमेस्टर	485	434	323	74.42	33.26	+41.16
बी.एस.सी. तृतीय सेमेस्टर	418	405	326	80.49	45.72	+34.77
बी.एस.सी. चतुर्थ सेमेस्टर	418	395	308	77.97	41.30	+36.67
बी.एस.सी. पाँचवा सेमेस्टर	529	522	494	94.63	64.86	+29.77
बी.एस.सी. छठा सेमेस्टर	529	527	474	89.94	.....	.....
बी.एस.सी. प्रथम सेमेस्टर (भौतिकी आनर्स)	66	63	23	36.50	41.21	−4.71
बी.एस.सी. द्वितीय सेमेस्टर	66	61	36	59.01	48.21	+10.8
बी.एस.सी. तृतीय सेमेस्टर	59	58	32	55.17	47.31	+7.86
बी.एस.सी. चतुर्थ सेमेस्टर	59	57	46	80.70	64.36	+16.34
बी.एस.सी. पाँचवा सेमेस्टर	58	58	53	91.37	89.66	+1.71
बी.एस.सी. छठा सेमेस्टर	58	57	56	98.24	.....	.....
बी.एस.सी. प्रथम सेमेस्टर (गणित आनर्स)	44	44	26	59.09	32.97	+26.47
बी.एस.सी. द्वितीय सेमेस्टर	44	42	30	71.42	43.91	+27.51
बी.एस.सी. तृतीय सेमेस्टर	80	80	30	37.5	35.91	+1.59
बी.एस.सी. चतुर्थ सेमेस्टर	80	78	51	65.38	58.91	+6.47
बी.सी.ए. प्रथम सेमेस्टर	88	78	10	11.36	.....	.....
बी.सी.ए. द्वितीय सेमेस्टर	89	83	30	36.14	.....	.....
बी.सी.ए. तृतीय सेमेस्टर	72	71	16	22.53	.....	.....
बी.सी.ए. चतुर्थ सेमेस्टर	80	79	46	58.22	.....	.....
बी.सी.ए. पाँचवा सेमेस्टर	84	84	37	44.04	27.78	+16.26
बी.सी.ए. छठा सेमेस्टर	84	84	68	80.95	54.74	+26.21

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बी.एस.सी. प्रथम सेमेस्टर (गृहविज्ञान)	32	32	14	43.75	47.06	−3.3
बी.एस.सी. द्वितीय सेमेस्टर	32	32	14	43.75	.....	
बी.एस.सी. तृतीय सेमेस्टर	24	24	03	12.5	39.64	−27.14
बी.एस.सी. चतुर्थ सेमेस्टर	24	24	14	58.33	.....	
बी.एस.सी. पाँचवा सेमेस्टर	20	20	14	70.00	81.98	−11.98
बी.एस.सी. छठा सेमेस्टर	19	19	12	63.15	.....	.....
एम.एस.सी. प्रथम सेमेस्टर (कम्प्यूटर साईंस)	60	59	49	83.05	.....	.....
एम.एस.सी. द्वितीय सेमेस्टर	57	56	43	76.78	.....	.....
एम.एस.सी. तृतीय सेमेस्टर	63	61	55	90.16	.....	.....
एम.एस.सी. चतुर्थ सेमेस्टर	63	63	50	79.36	.....	.....
पी.जी. डी.सी.ए. प्रथम सेमेस्टर	29	28	10	35.71	32.43	+3.28

Result of Commerce Department
GCW, Rohtak
Session 2015-2016

Class	Total Students	Students Appeared	Pass Students	College%	University%	Difference %	1st Division	IInd Division
B.Com. 1st Sem.(Pass)	387	361	172	47.65%	27.78%	+19.87%	120	52
B.Com. 2nd Sem.(Pass)	355	339	170	50.15%	24.11%	+26.04%	154	16
B.Com. 3rd Sem.(Pass)	266	266	26	9.77%	29.10%	−19.33%	23	3
B.Com. 4th Sem.(Pass)	266	260	188	72.31%	34.20%	+38.11%	157	31
B.Com. 5th Sem.(Pass)	263	261	165	63.22%	51.49%	+11.73%	90	75
B.Com. 6th Sem.(Pass)	263	262	235	89.69%	50.73%	+38.96%	123	94
B.Com. 3rd Sem.(Voc.)	21	21	13	61.90%	37.53%	+24.37%	11	2
B.Com. 4th Sem.(Voc.)	21	21	11	52.38%	30.48%	+21.90%	8	3
B.Com. 5th Sem.(Voc.) Register	21	21	15	71.43%	21.19%	+50.24%	15	–
B.Com. 6th Sem.(Voc.) Register	20	20	15	75.00%	57.39%	+17.61%	9.	6
B.Com. 1st Sem.(Hons)	43	43	30	69.77%	N.A	–	27	3
B.Com. 2nd Sem.(Hons)	43	41	28	68.29%	37.55%	+30.74%	28	–
B.Com. 3rd Sem.(Hons)	43	39	27	69.23%	N.A	–	27	–
B.Com. 4th Sem.(Hons)	39	39	33	84.62%	65.49%	+19.13%	33	–
B.Com. 5th Sem.(Hons)	40	40	37	92.50%	N.A	–	36	1
B.Com. 6th Sem.(Hons)	40	40	37	92.50%	59.33%	−33.17%	36	1
BBA 1st Sem.	33	31	15	48.39%	22.46%	−25.93%	8	7
BBA 2nd Sem.	N.A.				27.87	–		
BBA 3rd Sem.	23	23	20	86.96%	45.34%	+41.62%	19	1
BBA 4th Sem.	N.A.				58.54			
BBA 5th Sem.	31	31	30	96.78%	72.40%	+24.38%	28	2
BBA 6th Sem. Register	31	31	29	93.55%	N.A	–	22	7

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

****